

Westminster Presbyterian Church

COVID-19 Exposure Response Plan

Ministry leaders will maintain an attendance record of all volunteers present at every indoor activity to provide for contact-tracing as needed. Worship services will resume passing the attendance pads for contact-tracing purposes.

If an individual tests positive for or exhibits symptoms of COVID-19 . . .

- All participants who were present during the same timeframe as the individual will be notified by the Pastor with potential dates and times of exposure and asked to watch for COVID-19 symptoms.
- If the individual tests positive for COVID-19, any participants who were within 6 feet of the individual for more than 15 minutes will be notified via phone call or e-mail by the Pastor with potential time of exposure using the following template:

“We are writing/calling to inform you that one of our volunteers has [tested positive for/is exhibiting symptoms of COVID-19]. Based on our records, you appear to have been in “close contact” with this individual, remaining within 6 feet for longer than 15 minutes on [insert date/time]. In an abundance of caution, we advise that you practice quarantine measures as recommended by The Center for Disease Control (CDC). More information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>. If you are symptomatic or test positive for COVID-19, please notify Pastor Kate and/or the Church Office and follow the advice of medical professionals.”

Notification will be logged with date/time and filed in Pastor’s records. NB: While volunteers have the discretion of remaining nameless, we will disclose staff members who test positive for COVID-19.

- Exposed individuals are advised to quarantine as recommended by CDC and DPH from most recent exposure, and will not be permitted to volunteer or participate in church events during that time.

If an individual has known exposure to COVID-19 (defined as being within 6 feet for more than 15 minutes of an individual who has tested positive for COVID-19), or known exposure to someone who has exhibited symptoms of COVID-19 and is awaiting test results, whether at WPC or elsewhere . . .

- The individual will not be permitted to be at church activities for a period of 14 days from the most recent exposure, and they are advised to quarantine as recommended by CDC.

If an individual has secondary exposure (i.e. household member with known exposure) to COVID-19 . .

- If not showing symptoms (such as fever, coughing, shortness of breath and other symptoms as defined by CDC), the individual is recommended to voluntarily refrain from church activities for 14 days.

If more than 20% of people on a given day test positive or are symptomatic . . .

- all people from that day will be asked to quarantine as recommended by CDC.
- all spaces used will be deep cleaned prior to resuming ministry activities.