

COVID-19 Exposure Response Plan

Ministry leaders will maintain a record of all volunteers present at every ministry activity, including dates and times of volunteering, to provide for contact-tracing if needed.

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 Ministry Leader and/or Pastor with potential dates and times of exposure.
- *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 Ministry Leader and/or 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) and Georgia Department of Public Health (DPH). More information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> and <https://dph.georgia.gov/contact>. If you are symptomatic or test positive for COVID-19, please notify [Ministry Leader Name and/or Church Office] and follow the advice of medical professionals. If you have any questions, please contact Rev. Elizabeth Lovell Milford at 770-926-3558 or pastor@heritagepres.com.
 - Notification will be logged with date/time and filed in the church office.
- Exposed volunteers 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 a volunteer 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 HPC or elsewhere . . .

- Volunteer will not be permitted to volunteer for a period of 14 days from the most recent exposure, and is advised to quarantine as recommended by CDC and DPH.

Return to volunteering after positive COVID-19, exhibiting symptoms, or known exposure . . .

- Follow Georgia DPH guidelines for return to work for non-medical personnel.
<https://dph.georgia.gov/document/document/dph-covid-19-return-work-guidance-after-covid-19-illness-or-exposure-persons-not/download>

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 may be permitted to volunteer with the following increased precautions for 14 days, including:
 - Strict social distancing (6 ft or more) from other volunteers at all times,
 - No face-to-face interaction with clients
- Volunteers are encouraged to isolate from the household member with potential exposure.

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

- all volunteers from that day will be asked to quarantine as recommended by CDC and DPH.
- all spaces used will be deep cleaned prior to resuming ministry activities with new volunteers.