

Contact Tracing and Notification Procedures

This document is intended to outline the procedures that Lutheran Church of the Redeemer will undertake to help mitigate the spread of COVID-19 amongst staff and volunteers, to provide recommendations for the actions that staff and volunteers should take if they do test positive for COVID-19, and to outline the communication activities that will occur when Redeemer is notified of a positive test amongst staff or volunteers.

Mitigating actions

Redeemer is committed to taking the actions needed to prevent staff and volunteers from becoming ill. The use of questionnaires to ensure that individuals entering a space has become common amongst many organizations, including CDC. Below are links to questionnaires for both volunteers and vendors and for staff.

[Suggested online form for volunteers and vendors](#)

[Suggested online form for staff](#)

All staff, volunteers, and vendors will be required to fill out their respective form online before they come to the church. The form auto-populates a Google Sheet (found [here](#) for volunteers and vendors and [here](#) for staff). Staff who greet other staff, volunteers, or vendors, will be able to quickly see if the individuals arriving have completed their respective forms. If they see that an individual has answered 'Yes' to any questions, they will be asked to leave until the reason for answering 'Yes' has been resolved.

Additionally, the contact information received will ensure that Redeemer has accurate information to assist with follow-up should an individual subsequently become infected with COVID-19.

When an individual tests positive

Redeemer requests that all staff and volunteers alert Redeemer as soon as possible¹. While Redeemer cannot require either staff or volunteers to report their test results, Redeemer would remind staff and volunteers of our call to love our neighbor as our self. Rapid reporting of positive results allows for contact tracing and notification and ensures that individuals who may have been exposed can properly take care of themselves².

Communication following a positive result

When Redeemer is notified of a positive test result amongst staff, volunteers, or vendors who have been in the building, An email will be sent to all individuals who potentially had contact with the individual (based on who was in the building that day). The email should include the following:

We were recently made aware that an individual who was at Redeemer on *X date* from *Y-Z Time* has tested positive for COVID-19. We recommend that you consider following CDC guidelines and self-isolate while we conduct extensive video reviews to determine if you may have a been

¹ Staff should notify their immediate supervisor; volunteers should either notify a pastor or their volunteer coordinator.

² Redeemer may consider asking employees who are regularly being tested by CORE to consider signing a waiver to allow the testing company to report results to Redeemer as well. If this is not done, Redeemer should consistently remind all staff of the need to inform their supervisor of a positive result ASAP.

a close contact. Once those are completed, we will notify you whether you were a close-contact or not.

Sending this immediately ensures that all individuals will be notified and will immediately self-isolate. It may mean that staff will need to make alternate arrangements to ensure that food service can continue.

Once the video review has been completed, a follow up email can be sent to each individual alerting them of whether they are a close contact or not. Close contacts will be asked to refrain from coming in for 14 days if they remain asymptomatic. If symptomatic, they will be asked to refrain from coming in for a minimum of 10 days with symptoms having resolved and no fever, without using any medications, for 72 hours.³ The following email would then be sent after they were called (Ideally by the Parish Nurse):

Dear [name of close contact],

As discussed on the phone, an individual who was on site reported to us that they tested positive for SARS-CoV-2, the novel coronavirus that causes COVID-19. Redeemer has completed contact tracing and has identified you as having [close contact](#) with the individual who tested positive.

We want to assure you we are handling this with the utmost respect to yours, as well as the individuals privacy, while also taking swift measures to mitigate spread of the virus. Please understand that out of respect for individual privacy, there are details about this that we will not be able to share with you.

It is recommended that you quarantine and [remain at home](#) or in a comparable setting, practice social distancing, postpone travel on commercial transportation, and monitor yourself for [symptoms](#) until **XX/XX/2020**. CDC's website has more details on [quarantining if you have been exposed to a COVID-19 case](#) and [staying at home if you are sick](#).

If you develop symptoms at any point, please contact your medical care professional. Please refrain from coming in for 14 days if you remain asymptomatic. If symptomatic, please refrain from coming in for a minimum of 10 days with symptoms having resolved and no fever, without using any medications, for 72 hours.

We know that this news can be stressful. There are a number of resources available to you, including CDC guidance on how to [recognize symptoms](#), as well as Redeemer's Pastoral Care team which is available remotely to help you cope with any stress or anxiety you may have about COVID-19.

Your health and wellbeing is our number one priority.

³ Redeemer may wish to consider simply asking anybody present when an individual who tested positive was present to refrain from volunteering for 14 days. This would likely mean a shift to how the food ministry operated following the recent COVID-19 positive cases for that period of time.