

Confirmed COVID Positive Notification Protocol for Parishes

When your parish is notified that an individual who was on your campus or who participated in a parish activity has tested positive for COVID-19, please complete the following action items. Gathering this information will assist your parish in addressing any concerns of possible contacts the positive person may have had that need to be addressed.

Action 1. Ask the individual who tested positive if they experienced any COVID-like symptoms prior to being tested. If yes what was the date of first symptoms? _____

Action 2. Verify the date the positive person was tested for COVID. _____
Identify the date/time of the onset of the "risk period" which is **48 hours prior to the earlier of the two dates above.**

Action 3. Inquire what activities the positive person attended or participated in related to the parish since the onset of the "risk period" identified above and **up through the time they are providing notification of the positive result.** Record all activities the person identifies for that entire period.

Action 4. Inquire if the positive individual came into "close contact" with anyone while on the parish campus or while participating in a parish activity during the period of time identified in Question 3 above. Keep in mind that "close contact" means they were **within 6 feet of the other person for a period of 15 minutes in the aggregate over a 24 hour period.** Ask the individual if they know the name of the individual(s) they came into close contact with while on the parish campus or the parish activity. Record the close contacts below.

Action 5. Address with the individual arrangements for notifying the close contacts. The individual should take the lead in notifying others they had close contact with, unless those individuals are employees, frequent volunteers or others who are on the parish campus frequently and attend a number of parish activities. Close contacts are to be reminded that they may be contacted by health officials for additional contact tracing. Individuals should be encourage to assist in this process. Again, all the parish can disclose is that they learned the identified individual was determined to be a close contact of a confirmed positive person. Remember you are not to disclose the identity of the person that tested positive.

Close Contacts Quarantine

All individuals identified as close contacts

- *Must remain quarantined for a period of either 10 days **or***
- *In the alternative can be tested on the 5th day of quarantine **and** return to the parish campus and activities on the 7th day of quarantine so long as they have received a negative test result.*
- *It is important to note the person cannot return until receipt of the test results.*

Quarantine Required

It is extremely important to communicate with all close contacts that they are not permitted to return to campus or participate in parish activities until such time as they have either completed the entire 10 days quarantine or have successfully been tested on or after day 5 of the quarantine with a negative test result. This applies whether the person is an employee, volunteer or parishioner. They must complete the quarantine requirements stated above. Lastly, close contacts should be encouraged to remind those with whom they have had contact to remain vigilant in observing themselves for possible symptoms. If those individuals believe they are developing symptoms, they are to be encouraged to seek medical attention.

- Action 6. Discuss with the positive person when they are permitted to return the parish campus and parish activities. The person should not return till the 10th day after either the onset of symptoms or having been tested as positive, whichever is the earlier of the two dates. Additionally the person is to be reminded they should not return at that time if they are not symptom and temperature free. Remind them if they reach the 10th day and are still experiencing symptoms or a temperature, they are not to return till they are symptom and temperature free for 24 hours.
- Action 7. Once you have identified those activities that the person was present for as well as having addressed close contacts, the last action is to notify generally those who would have been in attendance at the activity but were not identified as close contacts. If the activity had a defined list of attendees then only those attending need be notified. If the person for example attended a weekend Mass, then the parish is to notify the congregation as a whole using Flocknote or other social media forms to provide notification to those impacted. A sample notification is attached to this tool.
- Action 8. Any questions, unique circumstances or concerns where the parish needs assistance, please contact Tom Alban at 410-591-5717. Lastly a copy of any notifications issued should be provided to the Office of Risk Management in order to maintain a record of efforts to notify the community.