

## Covid-19 Action Plan

If we have a positive COVID-19 case, we will follow the steps below:

- The congregant should notify the church office during regular business hours; or outside business hours, contact Pastor Twyla or the Leadership Chairman.
  - The administrator will notify Pastor Twyla and or the Leadership Chairman of a positive case and will prepare and send an email notification of a church closing due to a positive case.
  - We would like to know the following information:
    - When was the last time the person was at the church?
    - What areas of the church were they in?
    - Was there close, personal contact with anyone?
  - The Leadership Chairman will notify the Deacon Chair to notify cluster leaders to call clusters to make sure they know the church will be closed due to a positive case. *Any questions or concerns can be documented and sent to the Leadership Chair.*
  - *We will request that the person have a negative test before returning to in-person worship.*
- The Leadership Chair will notify Property and Finance to have the cleaning company sanitize the areas of use.
- In the event of a positive case, the church will be closed for 14 days with limited access to staff and anyone assisting with the Sunday service for Facebook live.

Due to HIPPA guidelines, the name will not be shared with anyone unless the congregant does so. The person who tested positive should follow the guidelines as instructed by the testing site for contact tracing.