



STANDARD OPERATING PROCEDURE

REPORTING A POSITIVE COVID-19 DIAGNOSIS

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PURPOSE OF DOCUMENT:

This procedure details the COVID-19 safety protocols if a Brook Volunteer or attendee tests positive for COVID-19 within fourteen (14) days of attending an onsite activity/service/rehearsal.

SCOPE:

The primary user of this document is Brook Executive Staff and Event Coordinators/Ministry Leads who schedule and coordinate on-campus activities.

TIME AND LOCATIONS:

All on-campus Brook events to include but not limited to services, rehearsals, drive-thru events (outreach, communion), pre-event prep, etc.

RESOURCES

- [COVID-19 Testing Locations](#)
- [Report Positive COVID-19 Diagnosis Form](#)



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SPECIFIC PROCEDURES:

Task	Step by Step Procedure
<p>Reporting a Positive COVID-19 Diagnosis - Volunteer</p>	<p>ALWAYS MAINTAIN THE CONFIDENTIALITY OF THE VOLUNTEER/ATTENDEE. Names and identifying information should be shielded and only shared with the COO.</p> <p>If a volunteer tests positive for COVID-19 within fourteen (14) days of attending an on-campus Brook event/rehearsal/service etc.:</p> <ul style="list-style-type: none"> • Volunteer to report diagnosis or symptoms to Ministerial or Event lead. • If the volunteer/attendee has symptoms of COVID-19 but has not been tested, point volunteer to testing resources. • Ministerial or Event lead to determine: <ul style="list-style-type: none"> ○ Volunteer/attendee general health status (how does the person feel, are they being hospitalized etc.), ○ What date did the attendee test positive? What is the length/duration of quarantine period? ○ What dates within the last fourteen (14) days has the volunteer/attendee been present on The Brook's campus? ○ Ask the volunteer if they would like a prayer and/or care request submitted on their behalf. DO NOT ASSUME the individual wants these requests submitted. ○ Ask the volunteer for individuals they may have spoken to or had direct contact with during on-campus activities. Use SC DHEC Guidelines - Close Contact Guidance. See "Contact Tracing" section below for more details. • Submit the Report Positive COVID-19 Diagnosis Form to notify the Brook staff. • COO will commence contact tracing and any needed communications.



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<p>Reporting a Positive COVID-19 Diagnosis – Service/Event Attendee</p>	<p>In the event a service attendee advises of a positive COVID-19 diagnosis through a phone call or email to The Brook, COO will commence contact tracing to anyone in the “seated section” as indicated in registration software and send any needed communications.</p>
<p>Contact Tracing</p>	<p>Use SC DHEC Guidelines to determine “Close Contact” Individuals - Close Contact Guidance.</p> <ul style="list-style-type: none"> • A close contact is defined as someone who has been within 6 feet (children/students in a childcare/school setting if both are wearing a mask, within 3 feet) of an infected person (who tested positive for COVID-19 or has COVID-19 symptoms) for a cumulative total of 15 minutes or more over a 24-hour period. <ul style="list-style-type: none"> ○ In addition, close contacts include people who provide care at home to someone who is sick with COVID-19; ○ People who had direct physical contact with the infected person (e.g. hugged or kissed them); ○ People who shared eating and drinking utensils (forks, spoons, cups or glasses) with the sick person; and ○ People who were sneezed or coughed on by someone with COVID-19. • Work with COO to determine/ identify volunteers and/or staff who were close contacts and should be tested. Maintain the confidentiality of all volunteers/attendees. Names and identifying information should be shielded and not shared with anyone beyond the COO. • Individuals in the same room/building as someone who tested positive for COVID-19, but not in close contact with him/her have a low risk of catching the virus. <ul style="list-style-type: none"> ○ Follow the general precautions, including social distancing, washing your hands often, wearing



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	<p><i>a face mask while in confined public places, and avoiding close contact with sick people.</i></p> <ul style="list-style-type: none">• <i>COVID-19 positive volunteers must:</i><ul style="list-style-type: none">○ <i>Remain offsite until the quarantine period has expired; AND</i>○ <i>Provide a negative COVID test result to return to service.</i>○ <i>Volunteers are encouraged to work with their health care provider to ensure that they are healthy to return for service.</i>
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