

Unitarian Universalist Fellowship of Clemson
Pandemic Exposure Procedure (SARS-Coronavirus-2)

Draft: 8-19-20

Approved by the Board: 8-23-20

SARS-Coronavirus-2 (COVID-19)

In response to the community spread of COVID-19 within the Unitarian Universalist Fellowship of Clemson and larger Clemson Community, the Re-entry Task Force and Board of Trustees have implemented the following procedures in case of potential exposure to a positive case in the UUFC Congregation. This document does not serve to imply that UUFC is operating in any certain capacity.

It is proper procedure that all staff and volunteers involved in self-reporting maintain a policy of anonymity, unless the individual testing positive explicitly indicates their desire or need for their information to be shared.

The Office Administrator should always report the location, date, and number of cases to the Congregational President and Minister.

Quick Contacts:

Anonymous Self-Reporting/Contact Tracing: admin@uufc.org

Support During Illness: care@uufc.org

Pastoral Care: minister@uufc.org

Facility Usage Exposure

In the event that an individual who has tested positive for COVID-19 has entered the facilities within 14 days of an initial positive test, the individual should contact the Office Administrator (admin@uufc.org), under the condition of anonymity. In the event that the Office Administrator is on scheduled or sick leave, the individual should contact the Minister (minister@uufc.org).

The Fellowship should then undertake the following procedures:

- The representative of the Fellowship should confirm all dates in the preceding 14 day period where the positive individual entered the facilities and which facilities were used.
- Any individual who has entered the relevant building within 72 hours of the positive individual should be informed of potential exposure. The names and contact details of staff, volunteers and anyone entering the facility can be found on the Contact Tracing Sign-In Sheet.

- No one should enter the building within 72 hours of the positive test. Signage should be posted that no entry is allowed.
- After 72 hours post-testing, all surfaces possible should be cleaned and sanitized in accordance with CDC guidelines and the UUFC Cleaning Checklist.

Small Group Exposure

In the event that *any* group of 10 people or less have met under the premise of a UUFC Small Group Meeting:

- Consult the Group Meeting Contact Tracing Sheet. Each person or family group should be contacted individually.

Additionally, if the group meeting has occurred on the UUFC Grounds, the Facility Use Exposure Procedures should also be followed.

In-Person or Congregational Gathering Exposure

If a person having been in attendance of a large in-person gathering, consisting of 11 or more people, tests positive for COVID-19 after one such service or event, both the Small Group Exposure and Facilities Use Exposure Procedures should be followed.

Emergency Symptoms During a Gathering or Event

All volunteers assisting during in-person events should become familiar with the emergency warning signs of COVID-19. The emergency warning signs are:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

If a person present during an in-person congregational gathering or event (Sunday Service, Rites of Passage, Special Event, etc.) presents with emergency symptoms of COVID-19:

- Isolate the individual in the Library if the person is conscious and is able to be moved.
- Monitor the individual from a distance that the volunteer feels personally comfortable with, preferably further than 6 feet, but within speaking distance. Alternatively, a household member may monitor the individual if the person is able and willing.

- Offer to call 911.
 - *If the individual is unconscious, always call 911, or designate another person to call 911 while you render the level of aid that you are comfortable giving.*
- All other attendees should be advised to leave the potentially affected area one-by-one or in family groups, except for the household members of the affected individual.
- UUFC recommends volunteers and attendees present should follow protocols for potential COVID-19 exposure.