



MORAVIAN CHURCH IN AMERICA, SOUTHERN PROVINCE

Provincial Elders' Conference

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Memo 2020.09.18

To: Pastors, Church Boards, and Fellowship Leaders

**Re: Screening Staff, Members and Participants for COVID-19 Symptoms
Steps to Take if Someone Tests Positive for COVID-19**

The September 17 memo from the PEC allows pastors and church boards to make decisions which may include:

- Indoor worship services and other gatherings of 25 or fewer people, and outdoor worship services of any size.
- Outdoor youth and children's activities involving no more than 25 people, with physical distancing, face coverings and other precautions.
- Church meetings (boards, committees, Bible studies, fellowships) in person and indoors, with no more than 25 people.
- Church staff, leaders and members being in church offices and facilities.
- Outside visitors being in church offices and facilities.

Please refer to the September 17 memo for full details.

These possibilities carry a special responsibility to ensure the safety of all, and to protect the health and well-being of members, visitors, and all those we serve in Christ's name.

Part of that responsibility includes:

- Symptom screening for those who are entering or working in church facilities, or participating in church activities and events.
- Being able to respond in helpful ways should a staff member, congregation member, participant in a church activity or program, or a visitor test positive for COVID-19.

Symptom Screening

- Invite church staff and members to self-screen for symptoms of COVID-19, and to refrain from coming to work or participating in church activities if they are not feeling well.
- Provide regular reminders to everyone to please stay at home and to not participate in any church activity or event if they are not feeling well, or may have symptoms of COVID-19.
- Use a printed symptom screening tool which captures basic contact information for all church staff, volunteer leaders, or church members who are entering church facilities; for participants in any on-site church activity (whether indoors or outdoors); and for any outside visitors.
- Arrange for privacy as needed for those who are completing this screening tool.
- Keep completed symptom screening forms in a secure and confidential manner to be used only if there is a likely exposure to someone who has contracted COVID-19.
- A sample symptom screening tool (unformatted) is included with this memo.

If Someone Has Tested Positive for COVID-19

Church staff, congregation members, participants in church activities or visitors should be strongly encouraged to be in contact with the pastor or another designated church leader if they test positive for, or have been diagnosed with COVID-19.

If a staff member, congregation member, activity participant, or visitor has **tested positive for COVID-19**, or their health care provider diagnosed them with COVID-19, there are steps to take for their own and others' health and well-being.

- **Maintain confidentiality.** Unless given specific permission by the individual, do not disclose their name to others. Ask them who they may have had close contact with in church facilities or at church activities in the 48 hours prior to developing symptoms. To the extent possible, use only readily available information (such as the symptom screening forms, above) to identify who had close contact with this person. Be ready to assist the individual if public health officials initiate contact tracing efforts.
- **Close contact** is defined as staying for more than 15 minutes within 6 feet of the person diagnosed with COVID-19 after they were diagnosed or up to two days before they had symptoms, or having direct contact with their body fluids or secretions while they were not wearing a facemask, gown, and gloves. Close contact also includes people who live with, take care of, or are taken care of by the person with COVID-19.
- **Notification.** As far as possible, anyone who had close contact in a church facility or activity with the person diagnosed with COVID-19 within the 48 hours before that person developed symptoms should be contacted and advised to self-monitor for symptoms for 14 days since the time of contact, to stay home (“self-quarantine”) and to contact a health care provider, particularly if they develop symptoms. For others who were present in the church facilities or at a church activity at the same time as the individual diagnosed with COVID-19 but were not in close contact, a general advisory should be provided. It should state that someone at the event has tested positive for COVID-19, invite self-monitoring for symptoms over the next 14 days, and encourage their contacting a health care provider if they develop symptoms. (Again, confidentiality should be maintained.)
- **Cleaning and Disinfection Measures** of church facilities should be undertaken, following the [guidance provided](#) by the Centers for Disease Control.
- **Increase Hygiene Measures.** Actively message all church staff, members and activity participants to continue such measures as hand washing, wearing a face covering, maintaining social distancing, etc. Provide hand sanitizer, face coverings, and disinfecting wipes throughout church facilities.
- **Review Other Activities.** Conduct a careful review to determine whether adequate preparation and precautions are in place for other church activities, and wither to continue or suspend access to church facilities, in-person gatherings and activities.

[Insert Name of Church or Organization]
COVID-19 Screening For Church Staff, Members, Participants, and Visitors

Date: _____

Name: _____

Phone Number: _____

Email: _____

Phone number and email will only be used if we need to contact you with regard to COVID-19.

Event or Activity (check one):

- Staff or Church Member Working in Church Office or Facilities
- Outside Visitor to Church Office or Facilities
- Worship Service
- Board, Committee, Bible Study, or Fellowship Meeting
- Church Program or Gathering (describe): _____

Questions:		
<i>Please circle Yes or No</i>	Yes	No
Do you have a runny nose, nasal congestion, or sore throat?	Yes	No
Do you have a new or worsening cough?	Yes	No
Do you have new or worsening shortness of breath or difficulty breathing?	Yes	No
Do you have a recent loss of your sense of smell or taste?	Yes	No
Do you have a new onset of fatigue, muscle or body aches?	Yes	No
Do you have a fever, or have you had a fever in the past 24 hours?	Yes	No
Are you experiencing nausea, vomiting, diarrhea, or upset stomach?	Yes	No
Within the last 14 days, have you been in contact with someone who has been quarantined or diagnosed with COVID-19 or have you been in close contact with a person who is waiting for test results for COVID-19?	Yes	No
Within the last 14 days, have you tested positive or been quarantined for COVID-19?	Yes	No

Received by: _____

Monitoring for Symptoms

Excerpt from NC DHHS [Interim Guidance for Places of Worship and Religious Services](#)

Conducting regular screening for symptoms can help reduce exposure. Staff should be encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath.

If they develop symptoms, they should notify their supervisor and return home. More information on [how to monitor for symptoms](#) is available from the CDC.

It is recommended that places of worship:

- Have a plan in place for immediately removing employees from work if symptoms develop.
- Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- Conduct daily [symptom](#) screening (use this standard interview questionnaire) ([English](#)/[Spanish](#)) of employees at entrance to workplace with immediately sending symptomatic workers home to [isolate](#).
- Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter, such as [Know Your Ws/Stop if You Have Symptoms](#) flyers (English
- [Color, Black & White](#); Spanish - [Color, Black & White](#)).
- Establish and enforce sick leave policies to prevent the spread of disease, including:
 - Enforcing employees staying home if sick.
 - Encouraging liberal use of sick leave policy.
 - Expanding paid leave policies to allow employees to stay home when sick.
- [Per CDC guidelines](#), if an employee has been diagnosed with COVID-19 or is presumed positive by a medical professional due to symptoms, the employee should be excluded from work until:
 - No fever for at least 24 hours since recovery (without the use of fever-reducing medicine) AND
 - Other symptoms have improved (e.g., coughing, shortness of breath) AND
 - At least 10 days have passed since first symptoms
- A test-based strategy is no longer recommended to discontinue isolation or precautions and employers should not require documentation of a negative test before allowing a worker to return.
- [Per CDC guidelines](#), if an employee has been diagnosed with COVID-19 but does not have symptoms, they should remain out of work until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- Require symptomatic employees to wear masks until leaving the facility. Cleaning and disinfecting procedure should be implemented by designated personnel following [CDC guidelines](#) once sick employee leaves.
- Provide employees with information on help lines to access information or other support in reference to COVID-19, e.g. 211 and Hope4NC Helpline (1-855-587-3463).

Symptoms of Coronavirus

From CDC [Symptoms of Coronavirus](#)

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

When to seek emergency medical attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

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

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.