

## Appendix E: Emergency Plan For a Positive COVID-19 Test Version: September 9, 2020



Step 1 – If a Group Leader is notified that a group member has tested positive for COVID-19, they will <u>immediately</u> call one of the following people:

- Burton Robinson, Senior Pastor
- Kevin Phillips, Executive Director
- Jacob Mosser, Health Church Team Chair

The Group Leader will need to know the following:

- Date the person was in OBUMC facilities
- Room(s) the person entered
- Date the person began having symptoms
- Date the person tested positive for COVID-19

Step 5 – The First Call will be to review the what is known and to discuss the Step 6 Action Items that are to be completed by the OBUMC staff and Healthy Church Team.

Step 6A – Burton Robinson emails District Superintendent Jeff Mickle about the positive case.

Step 6B – Lori Gillis will call any groups scheduled to use the OBUMC facilities in the next seven calendar days

Step 6C – Kevin Phillips will call the cleaning crew to schedule a deep cleaning.

Step 6D – Kelly Hanks or other Council Member will send an email to the entire church announcing the temporary closing of the OBUMC facility. This email will summarize actions taken and that updates will be emailed in the future.

Step 6E – Kevin Phillips will send a Church-wide text message and post to social media about the closure and reference the email for more information

Step 6F – Kevin Phillips will send a Group Text to the OBUMC Notification List for the Second Call at the end of the <u>same</u> <u>day</u> to review this procedure and ensure all Steps have been completed. This call will also discuss the next steps to take.

Step 2 – Shut down the OBUMC facility (Pavilion or Building) until a deep cleaning has occurred.

- If Pavilion, mark with yellow tape
- If Church Building, post sign to the doors

Step 3 – Call the Prince William Health District at (703) 792-6300 to pass along the contact information of group participants to Amanda David, Amanda.david@pwcgov.org

Step 4 – The person contacted in Step 1 will send a Group Text to the OBUMC Notification List that someone tested positive and had been in an OBUMC facility. This text will also list what time the First Call is scheduled to happen and the call should occur within 30 minutes after receiving the notification text. Kevin Phillips will email out a link to a Zoom video call.

## The OBUMC Notification Phone List

This list is OBUMC staff and members of Health Church Team with responsibilities related to a positive COVID-19 test of someone in our facility:

- Burton Robinson: (571) 247-6483
- Kevin Phillips: (671) 577-7091
- Lorie Gillis: (804) 896-4943
- Jacob Mosser: (703) 945-9867
- Brian Smith: (979) 450-0169
- Kelly Hanks: (802) 345-7070