



MEMORANDUM

TO: PRIESTS, DEACONS, PRINCIPALS, DIRECTORS AND KEY STAFF MEMBERS

FROM: SUSAN A. MAYER

DATE: September 28, 2020

RE: SUMMARY OF CDC GUIDANCE¹ SUBJECT TO THE ATTORNEY CLIENT PRIVILEGE

COVID-19 POSITIVE (OR TREATED AS POSITIVE)
EMPLOYEES/CLERGY/VOLUNTEERS AND PARISHIONERS

UPDATED September 25, 2020

Purpose of this Memo:

The purpose of this memo is to provide you with the Diocese's policy and procedure on how to handle a situation where your employee, priest, deacon, volunteer or parishioner² has COVID-19 (or is treated as positive for COVID-19) or has been in close contact with someone with COVID-19.

This memo is an updated and streamlined version of what we previously issued last month. If you have a COVID-19 positive employee, priest, deacon, parishioner or volunteer or any questions about this memo or how to handle a situation, please call Deacon Hugo Patino (303-945-5664) or me (831-247-1040).

This memo is presented only as Frequently Asked Questions. There are also some examples on the last page of this memo.

The updates include the following areas:

1. How to determine if an employee, priest, deacon, volunteer or parishioner's symptoms mean that we must treat the person as positive for COVID-19;
2. Elimination of students from this memo. For any questions regarding students, please contact Kimberly Cheng, Superintendent of Schools. The rest of this policy and procedure applies to school employees. If you have any questions regarding employee situations, please call me.
3. New procedures for hospitalized employees, priests, deacons, volunteers and parishioners.

¹ Information comes from the CDC website as of 9/25/2020

² If the situation involves a student at a Catholic school, please contact Kimberly Cheng for assistance.

4. A reminder that the Diocese must track all COVID-19 positive (or treated as positive) employees, priests, deacons, parishioners and volunteers.

If you have an employee, priest, deacon or volunteer who has COVID-19, tests positive for COVID-19 or is treated as COVID-19 positive, has a close contact with someone who has COVID-19, please call Susan Mayer. We have to keep track of these cases for legal compliance purposes. 831-247-1040.

Please understand that if you are affected by this guidance because you have COVID-19, test positive for COVID-19 or are treated as positive for COVID-19 or have a close contact with someone with COVID-19, you must follow these rules.

We hope this information is helpful to you but know that you can always call at any time you need assistance.

FREQUENTLY ASKED QUESTIONS

1. **How do I determine if my employee, priest, deacon, parishioner or volunteer has a COVID-19 symptom that requires him/her to be treated as COVID-19 positive?**

To determine if an employee, volunteer or parishioner is subject to these guidelines, please use the CDC self-assessment tool found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html> and on our website under “human resources.” (<https://dioceseofmonterey.org/human-resources>).

If the self-assessment tool indicates that the person may have COVID-19, please use these rules to determine how to handle the situation.

2. **If my employee/priest/deacon/volunteer/parishioner/ either tests positive for COVID-19 (with symptoms) or the CDC Coronavirus Self-Checker indicates that the person may have COVID-19³, when can the person return to work, school or church? And what should I do?**

- a. If the person does not get tested (or if a physician does not recommend it), the person may return to activities with others when:
- 24 hours have elapsed without a fever of 100.4 F or higher and without taking a fever-reducing medication; and,
 - The symptoms have improved; and,
 - 10 days have elapsed since the symptoms first appeared.

OR

If the person may be tested, he/she may return to activities with others when:

- The symptoms have improved; and,
- Receives two negative COVID-19 tests in a row at least 24 hours apart⁴

- b. Cleaning and disinfecting requirements include:
- Close any areas used by the person for a prolonged period of time (i.e. 15 minutes).
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
 - During the waiting period, open doors and windows.
 - Use protocols that meet the EPA criteria see this [link](#): and this [link](#):
 - The person cleaning must wear gloves, facemask and gown.

³ Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, vomiting, diarrhea.

⁴ We may not require negative tests. 1(a) is sufficient.

3. What if my employee/priest/deacon/parishioner/volunteer was exposed to someone who has tested positive for COVID-19 or is treated as COVID-19 positive, what does that person have to do?

- a. Only those who have a “close contact” must take precautions.
 - i. Those with a “close contact” are those who BOTH
 1. Were within 6 feet of the COVID-19 positive (or treated as positive) person AND
 2. He/she was within 6 feet for 15 minutes or more.
- b. If the person is a “close contact” then he/she must:
 - i. Stay home and quarantine for 14 days from the date of exposure
 - ii. Taking a test will not end the quarantine earlier. A person can become sick with COVID-19 anytime within the 14 day incubation period.
- c. Cleaning: Regular cleaning protocols can resume unless the person develops symptoms or becomes COVID-19 positive. In that case, follow applicable guidance above

4. What if my employee/priest/deacon/volunteer/parishioner has COVID-19 symptoms and was hospitalized?

There additional steps we must take in this situation. Please call Susan Mayer to discuss.

5. What if my employee/priest/deacon/volunteer/parishioner has symptoms but has one negative test?

The person is treated as positive for COVID-19 and the rules in FAQs #2 and #4 (if applicable) apply.

6. What if my employee/priest/deacon/volunteer/parishioner tests positive for COVID-19 but has no symptoms? When can the person return to work, school or church?

- a. The person may continue or return to activities when
 - 10 days have elapsed since the test.

OR

- if tested, receives two negative COVID-19 tests in a row at least 24 hours apart.

BUT

If the person subsequently develops symptoms, follow FAQs #2 and #4 (if applicable) above.

7. What if I find out several days later after an employee worked, or priest/deacon/volunteer/parishioner was in the parish or school that they were diagnosed with COVID-19?

1. The person may return to activities as outlined above in FAQ #2 or #4 depending on whether he/she has symptoms.
2. Cleaning
 - If it has been fewer than 7 days since the sick person used the facility, clean and disinfect all areas used by the sick person.
 - If it has been 7 days or more since the sick employee used the facilities, additional cleaning is not necessary.
3. Exposure to others
 - Without disclosing the identity of the sick person, let others who may be close contacts know of the potential exposure.
 - If exposure was a close contact, the person should stay home and self-quarantine for 14 days.

8. What if my employee/priest/deacon/volunteer/parishioner comes to work, church or school showing signs of COVID-19 or gets sick at work, church or school? What do I do?

- a. The sick person should be immediately isolated and sent home.
- b. They may return to activities with others as outlined in this summary.
- c. Cleaning and disinfecting requirements include:
 - Close any areas used by the person for a prolonged period of time (i.e. 15 minutes).
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
 - During the waiting period, open doors and windows.
 - Use protocols that meet the EPA criteria see this [link](#): and this [link](#):
 - The person cleaning must wear gloves, facemask and gown.

9. Is it considered a “close contact” if the person with COVID-19 or COVID-19 positive test was wearing a facemask?

Yes, “close contact” is defined by proximity and time only (see footnote 5). Therefore, such an exposure should be treated as outlined in FAQ #3 if the proximity and time criteria are met.

10. What if the employee/priest/deacon/volunteer has symptoms of COVID-19 but suffers from asthma, hay fever, allergies or other known condition? How do I handle that situation?

If the person has a fever, please ask the person not to enter the parish/church or school. Fever is a sign of an infection which could be spread to others. If the person does not have fever and has a history of asthma, hay fever, allergies or similar condition, he/she

may continue to participate in church/school activities unless the symptoms are different or more severe than normal. In this case, the parishioner/employee/student/volunteer should be sent home and should consult with his/her doctor to determine if he/she has COVID-19.

EXAMPLES

1. Your bookkeeper works on June 1st and meets with the parish secretary for an hour in the bookkeeper's office. They do not social distance during this meeting, but both wore face masks. Later that day, the bookkeeper begins to develop COVID-19 symptoms and goes and gets tested. She finds out that she has COVID-19.
 - a. What do you do regarding the bookkeeper?
 1. The bookkeeper must stay home from work until she has not had a fever (over 100.4) for 24 hours and has not used an analgesic such as Tylenol or Advil to control the fever. AND
 2. Her symptoms have improved AND EITHER
 3. Ten days has elapsed since the symptoms first appear OR
 4. She has received two negative COVID-19 tests in a row, 24 hours apart
 - b. What do you do regarding the secretary (this example assumes that she has no symptoms)?
 1. The first question is whether she had a "close contact" with the bookkeeper. A close contact is someone who is within 6 feet of someone with COVID-19 for 15 minutes or more. Here we have that.
 2. Because of the close contact, the secretary must self-quarantine from the date of exposure. It is okay if she wants to be tested, but she will still have to quarantine even if her test is negative as she could develop COVID-19 anytime within the 14 day period.
 - c. Do I have to notify anyone else?
 1. You only have to notify those that had the close contact.
 2. If you do have to notify, simply state that someone with COVID-19 was likely within 6 feet of you for more the 15 minutes. Do not disclose the name.
 - d. What do you have to do regarding cleaning?
 1. Assuming that you found out about the COVID-19 positive case on June 2nd -1 day after the exposure:
 - a. Leave her workspace untouched and closed off for 24 hours, with adequate ventilation if possible.
 - b. Clean and disinfect following the CDC guidelines linked above.
2. On June 17th, your parishioner calls and tells you that he has been diagnosed with COVID-19. He attended Mass on June 14th. He attended Mass alone and sat 6 feet apart from all others and wore his facemask. What do you do?
 - a. Is there a close contact? No, since he was not within 6 feet of anyone else, there is no close contact.
 - b. No action is required.