

Steps for COVID-19 symptoms at Trinity

- Provide mask and gloves to the sick person, put a mask and gloves on yourself and on anyone else that is assisting
 - Masks and gloves are in first aid kits in the usher closets, or in the prayer room – middle drawer
- **Ask the person to immediately leave** the facility if they have transportation, unless they are exhibiting emergency warning signs as outlined below
 - Ask where they have been in the facility
 - Recommend they contact their doctor and/or be tested
- Close off areas used by the sick person if small, enclosed areas (restrooms, etc.)
 - Inform Safety Team of areas that need to be closed, cleaned, and sanitized
 - Do not use the area until after cleaning and sanitized
- Complete Incident Report and submit to a Safety Team member or staff
- Staff member or Safety Team will follow up with the sick person as outlined below

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- **If they are unable to leave**, provide a mask and gloves to the sick person, put a mask and gloves on yourself and on anyone else that is assisting
 - Masks and gloves are in first aid kits in the usher closets, or in the prayer room – middle drawer
 - Isolate the sick person in the Prayer Room (next to the office)
 - Ensure children are not left without adult supervision
 - Symptom list is available in the usher closets and the prayer room
 - Contact family or friends at the direction of the sick person to arrange transportation
 - Family info may be available in Trinity Connect (group leaders download LEAD app)
 - Ask where they have been in the facility
 - Recommend they contact their doctor and/or be tested
 - Look for emergency warning signs for COVID-19 (see below). If they are showing any of these signs, call 9-911 (dial 9 for an outside line, then 911)
 - Notify the operator that you are seeking care for someone who may have COVID-19
 - Know Trinity's address (label on phones) – 10658 210th St. W., Lakeville
 - Provide info on what door to enter (Door #2 is closest to the prayer room)
 - Emergency warning signs for COVID-19
 - 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
 - Have someone outside to direct emergency personnel
 - Have someone keep others away from the prayer room and entry door
 - Close off areas used by the sick person if small, enclosed areas (restrooms, etc.)
 - Inform Safety Team of areas that need to be closed, cleaned, and sanitized
 - Do not use the area until after cleaning and sanitized
 - Complete Incident Report and submit to a Safety Team member or staff

- Staff member or Safety Team will follow up with the sick person
 - Movement track of the day
 - Encourage they get tested as soon as possible and/or contact their doctor, and request they report test results to Trinity
 - If positive, Trinity will follow Public Health guidance as to next steps regarding notification, etc.
 - Names will not be released without written permission.
 - Inform the person to not return to the facility for at least 10 days, and for 3 days with no fever (without fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer (based on CDC [guidelines](#))