

Synnove-Nordkap Lodge, 1-008
Sons of Norway
St. Paul, MN



COVID-19 Lodge Member Exposure

Guidance for Board of Directors

August 20, 2020

Please read this entire document

The following was developed in as a part of the Synnove-Nordkap Lodge's development of its COVID-19 Preparedness Plan. Nothing within this document should be construed as to replace or supercede any direction, guidance or orders from health authorities including the Ramsey County Department of Public Health, the Minnesota Department of Health, the U.S. Centers for Disease Control (CDC). In addition, any direction to local lodges from the Sons of Norway International should be considered in addition to the information included here. Any Lodge communication to its membership or the community at large does not replace medical advice.

If a member is diagnosed with COVID-19, the Minnesota Department of Health (MDH) or the local public health department in the community where the member resides, will interview the person to determine the exact date of onset of symptoms, close contacts, and provide them with health education and instruction. If the state or local health department identifies that the member may have exposed other members during their infectious period, they may choose to contact other Lodge members to ensure that close contacts receive adequate information regarding their exposure.

What to do if a Member has COVID-19

If it is learned that a Lodge Member has COVID-19, members should work in collaboration with the Lodge Board of Directors to do the following:

- Identify events, activities and locations where the member may have been engaged with other Lodge members.
- Identify members who had close contact with the employee
- Be prepared to share such information with the case investigators/contact tracers from the health department.
- Be prepared to communicate to Lodge membership and/or community members as needed.
- Notify Sons of Norway Headquarters as needed for public relations guidance or support.

Identify locations where the member had been active with the Lodge

The Board may work with the member with COVID-19 to gather a list of locations where the member had been active with the Lodge 48 hours prior to having symptoms. Include all locations the member frequented in that time period including rest rooms, buildings, meeting spaces, food service, etc.

Identify individuals who had close contact with the member

The Board of Directors will work with the member with COVID-19 to identify individuals who had close contact* (less than 6 feet for more than 15 minutes) with the member with COVID-19, during the time the member was symptomatic, and in the 48 hours prior to being symptomatic.

*According to the CDC: Data are limited to define close contact. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating the environment).

Notify Gustavus Adolphus Lutheran Church

Notify Pastor John Hierlinger, Gustavus Adolphus Lutheran Church, 1669 Arcade Street North, St. Paul, MN 55106 by calling 651-774-5954 to inform him that a member of our Lodge has COVID-19 and was active in events held at Gustavus Adolphus Church. Include a list of locations, identified above, that the member with COVID-19 had been active 48 hours prior to having symptoms. **Do not share the member's name (this is private medical information and we do not have permission to share it).**

Notify close contacts and others that may have a “need to know”

The CDC advises that organizations (such as employers) should inform other associates of their possible exposure to COVID-19 in a “workplace”, but maintain confidentiality as required by the Minnesota Data Practices Act and outlined in the [Classification of Medical Health and Data](#) section of this document.

Notifying Lodge members with close contact with the employee with COVID-19 (close contacts) will be done by the health department. MDH or local public health may also notify these employees to provide additional quarantine guidance. **Close contacts will be asked to quarantine at home for 14 days and monitor for symptoms.**

- Guidance: www.health.state.mn.us/diseases/coronavirus/contact.pdf

Notifying other members who may have come into contact with the member with COVID-19 should be discussed by the Board of Directors and any decision to do so should be made in consultation with the health department conducting the investigation. The President of the Lodge, in coordination with Board, will instruct fellow members about the member with COVID-19 using the template language provided in [Appendix B](#). Members will be advised how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure, including ongoing symptom watch.

Document all actions taken by the Board of Directors

The President and the Board should make sure a complete record of all actions taken by the officers of the Board are documented and retained in the Lodge's official records. If warranted, provide a full report to Sons of Norway Headquarters.

When can a member return to Lodge Activities?

Reference: <https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>

The Board of Directors should reference, and direct members, to the guidance available from the Minnesota Department of Health for making determinations on a member's return to Lodge Activities.

Asymptomatic (showing no symptoms) but asked to quarantine

If asked to quarantine, members can typically return to Lodge activities at the end of their quarantine period (generally 14 calendar days) if they remained asymptomatic.

Symptomatic (has symptoms) member

Any symptomatic member who has symptoms consistent with a respiratory infection noted above is asked to not re-engage with Lodge activities and to stay home until:

- 10 days after illness onset (the minimum) **and**
- 3 days without fever **without** the use of fever-reducing medications (Tylenol, Ibuprofen, Aspirin) **and**
- Improvement of respiratory symptoms

What to do if a member develops symptoms

Symptoms of COVID-19 include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

If a member develops symptoms consistent with COVID-19, the member should follow MDH and CDC guidance and do the following:

- Stay home or go home immediately if the member is at a Lodge event
- Contact their medical provider and consider COVID-19 testing
- Do not leave the home except to see medical care
- Separate themselves from other people in the home, using a separate bathroom, if possible
- Follow guidelines found here: <https://mn.gov/covid19/for-minnesotans/if-sick/>

Appendix A – Message to Close Contacts

Message to members identified as a close contact of a member with COVID-19 (if determined appropriate for sending in consultation with health department officials)

Dear Synnove-Nordkap Member,

We are writing to inform you that a member of our Lodge was confirmed to have COVID-19. For privacy reasons, we cannot share details of that situation.

We have identified you as a close contact of this member, and are notifying you of the need for you to quarantine at home and watch for symptoms for the next 14 days. If you develop any symptoms including a new cough, shortness of breath, fever, chills, headache, muscle pain, a loss of smell or taste, or a sore throat, please consider a COVID-19 test. Contact your primary medical provider, or seek testing at a site listed here: <https://mn.gov/covid19/for-minnesotans/if-sick/testing-locations/index.jsp>

You may also be contacted by Public Health with additional guidance around the 14 day quarantine period. If you are contacted, please provide whatever information might be helpful, and seek clarification for any questions you have.

If you are able to continue your involvement with our Lodge from home during this time, we welcome you to do so!

Thank you,

President, Synnove-Nordkap Lodge 1-008

Appendix B – Message to Department Staff

Message to all Lodge members and/or Gustavus Adolphus Lutheran Church community when a co-worker has COVID-19

Dear Synnove-Nordkap Members (and others),

I am writing to inform you that a Member of our Synnove-Nordkap Sons of Norway Lodge has been diagnosed with COVID-19. While we understand your interest in knowing as many details as possible, we cannot share nor discuss individual personal health information. Anyone identified as having “close contact” with this individual will be notified of that contact by public health officials. But as always, you should monitor yourself for symptoms, and stay home if you are sick.

Please continue to take the measures to minimize your risk for COVID-19, including:

- *Wash your hands often and practice good hygiene including covering your cough & sneeze*
- *Wear your homemade mask or cloth face covering*

- *Continue to practice social distancing*
- *Ensure you are healthy before coming to work in the office each day*

For additional information on COVID-19, visit the [MDH Website](#) or [CDC Website](#) or contact the MDH COVID-19 Hotline at 651-201-3920 or 1-800-657-3903 from 7 a.m. to 7 p.m. You can also visit [Washington County's COVID-19 webpage on Washnet](#).

We will continue to implement appropriate measures and other actions to keep all our Members and community partners safe and healthy. Do not hesitate to reach me or any other Board Member if you have specific concerns or questions about this notification.

*Thank you,
President, Synnove-Nordkap Lodge, 1-008*