

Effective date: Dec 2, 2021

## Contact Tracing protocol Per Society Seneschal

1. A post needs to be made on the appropriate official social media channel or channels. The post should simply say something like this: "We have learned that an attendee at <insert event, practice, meeting, etc. here> has tested positive for COVID (or "may be ill with COVID" if that is more appropriate). Attendees at this event may have been exposed and should take appropriate precautions." DO NOT name or identify the person who tested positive, etc. DO NOT allow speculation or gossip. The Society Seneschal strongly recommends turning off comments.
2. If it was a strictly local meeting or practice, attended only by locals, this need not appear on the kingdom social media. If it was an event attended by people from a wide area, it should be on the kingdom page/group. If local groups want to pick it up they can, but again, no speculation, gossip, or attempts to discover the person's identity. If the individual wants to state on their own page that this happened, they are of course free to do that, but that's totally their decision and choice. No SCA officer should reveal this information.
3. Regarding the contact tracing information: the Society Seneschal realizes this is different from previous communication, but going forward--do not contact, or have local people contact, government or health authorities unless this is required by local ordinance or local health directive. It's entirely possible that such reporting may be legally required in some areas of Canada; it is less likely but possible that it may be required in some jurisdictions in the US. If it is legally required, of course it needs to be done. You need to be entirely in the loop if that is required, and make sure it is done correctly and properly.
4. If a local health authority or other official body contacts the SCA regarding a positive case or outbreak, they should be informed that we do have contact information for the attendees and asked if they want it.
5. If, and only if, such a local official body instructs us to do the contacting, you need to get hold of the Kingdom Seneschal at once - who will contact the Society Seneschal - so we can work out the details of who will do the contacting and how. The Society Seneschal needs to know what's going on and the contacting needs to be done by a responsible person who can be trusted to do it discreetly and carefully. That is the only instance where SCA officials should be contacting individuals; people were assured when the Board started requiring the contact tracing sheets that the only use of this information would be if it was required by a governmental or health entity.