

HEALTHY AT CHURCH CHECKLIST

This checklist is a basic guide to help prepare for the re-entry of clergy, staff and church members to your building. While this list addresses main areas for focus, it is certainly not exhaustive and you may need to address additional issues in your church's preparation. Consider these points as the "minimum" standards for re-entry. Dates for each phase should be determined by each individual church according to its ability to fulfill Phase I and II of the Re-Entry Guidelines and mandates from the Governor's office. Use this checklist as a guide after thoroughly reviewing the full instructional document from the Kentucky UMC Re-Entry Task Force.

It can also be found online at <https://www.kyumc.org/covid-19-re-entry-plan>



PREPARATION FOR RE-ENTRY:

- Meet with church leadership and others (custodial staff, health advisor, etc.) to plan for re-entry (may be done virtually, by phone, email or other safe method)
- Ensure adequate supply and ongoing ability to obtain needed cleaning/disinfection items and other needed equipment (ex. masks, single serve communion elements, hand sanitizer)
- Determine protocols for gatherings to maintain social distancing such as entry/exit strategies, seating arrangements in worship space, offering collection, distribution of communion elements
- Provide training to necessary staff/volunteers on updated cleaning standards and safety protocols
- Follow the state/national guidelines for staff to return to work <https://govstatus.egov.com/ky-healthy-at-work>
- Consider having a "practice" service prior to re-entry to familiarize worship leaders on new practices and identify potential challenges (include all involved in service, including ushers/greeters, musicians, etc.)

COMMUNICATION:

- Continue alternative worship avenues being currently done and communicate to church members that they are still available. Encourage all congregants to feel free to worship at home using alternative avenues, but specifically urge and support at-risk populations and those who have been recently exposed to COVID19 to remain at home.
- Prior to first in-person gathering, share plans with all members via appropriate communication routes (email, social media, phone tree, newsletter, etc.)—make re-entry date, procedures regarding entry/exit, social distancing, wearing of masks and other changes known to all
- Place necessary signage around building to instruct on new guidelines, encourage hand hygiene and explain social distancing measures
- Notify your District Superintendent at least 7 days prior to reopening

CLEANING/DISINFECTION OF FACILITY: (PRIOR TO RE-ENTRY AND AFTER EACH GATHERING)

- Thoroughly clean building using approved disinfecting chemicals. Pay extra attention to high-touch areas such as door handles, handrails, pews, bathrooms, light switches, and microphones. Consider deep-cleaning of floors, carpets, pew cushions/seats, children's and nursery areas
- Maintain ample hand washing supplies in restrooms and provide sanitizing stations throughout the worship area and facility.
- Consider closing off non-essential areas of the building and limiting bathroom usage to single occupancy (or close every other stall for social distancing).
- Remove non-essential items from pews and backs of chairs including hymnals, Bibles, attendance record pads, pens, children's worship bags, etc.
- Arrange for offering drop-off in stationary boxes/baskets, supply single-serve communion in pews (or for pick-up at entrance), place bulletins (if necessary) in pews/chairs to indicate social distancing guidelines



PROTOCOLS FOR WORSHIP LEADERS & VOLUNTEERS

- Limit public gatherings in early weeks of re-entry to worship service only—postpone restart of Sunday School, choir rehearsal, children/youth/nursery programs and other activities until Phase III is feasible
- Minimize number of people assisting in worship to only those necessary (fewest needed at pulpit, greeting/ushering, handling offerings/communion, etc.)
- Wear masks and have cloth/disposable masks available for church members who need them
- Conduct temperature checks or screening for COVID symptoms for staff/clergy upon arrival—send home anyone feeling unwell.
- Do not share or pass microphones, bibles or other touchable items
- Limit movement of people within service to only what is necessary for entry/exit and seating
- Review practices and adjust protocols as needed

CLEANING/DISINFECTION OF FACILITY (AFTER EACH GATHERING)

- Thoroughly clean building after each public gathering using approved disinfecting chemicals. Pay extra attention to high-touch areas such as door handles, handrails, pews, bathrooms, light switches, and microphones
- If multiple services take place, disinfect areas above in-between each service
- Maintain ample hand washing supplies in restrooms and refill sanitizing stations throughout the worship area and facility. Post signage directing people to new hand sanitizing stations.
- Review practices and adjust protocols as needed



DETAILS COMING SOON