

### Worksheet for Protocol Planning and Reopening Teams

#### What is your inventory of essential supplies?

- Cleaning supplies
- Masks (ample supplies should be available for those who arrive without them)
- Hand sanitizer (with at least 60% alcohol)
- Soap
- Toilet Paper
- Cleansing wipes
- Tissues
- No-touch trash cans

#### Identify clearly named and trained "Cleaning Teams."

- Develop your cleaning plan and place special emphasis on pews/chairs, doorknobs, railings, bathrooms and other high-touch areas.
- Make arrangements for professional deep cleaning of carpeting and other flooring prior to re-entry.

#### Determine appropriate and clearly identified paths of entry and exit.

- Calculate how many people your worship space can hold if every other pew is utilized and congregants are sitting in family groups six feet apart from one another.
- Create a plan for capping attendance when/if the sanctuary/worship space reaches 50 percent capacity.
- Establish a plan to handle any parishioner who wishes to participate in worship without a mask and those who refuse to wear a mask and people who don't cooperate with social distancing.
- Make sure that ventilation systems operate properly and increase circulation of outdoor air.

#### Create/purchase signage that explains the following:

- How to stop the spread of Covid-19.
- Everyday protective measures such as hand washing, covering coughs and sneezing, properly wearing a face covering, and social distancing.

### **Determine how you would handle a variety of specific circumstances by taking the following steps**

- Develop a clearly communicated plan for building use agreements to reflect the results of the Covid-19 pandemic.
- Contact your local insurance carrier in order gain guidance on how to remain in compliance with their expectations, cautions, and potential restrictions.
- Develop a plan for clearly communicating the restrictions/guidelines to all members of your congregation as well as to those who utilize the building.
- Develop a plan for how you will communicate with the members of the congregation if someone develops Covid-19.
- Consider conducting a survey of the congregation to determine the degree and under what circumstances the members would feel comfortable returning to in-person worship.
- Develop a plan for taking attendance of those present for the purpose of being able to track if someone were to become sick or exposed.
- Work with your leadership team to develop a plan for providing intentional spiritual and emotional care as well as counseling on a flexible, in person rotation or virtual basis. This would also require that you create a credible listing of print and in-person referrals.
- Enhance your awareness of parishioners and others in your community in need of food, medicine, and mental health support as a result of the pandemic. Also, be aware of the rise of domestic violence in all of our regions.

### **Determine a plan for collection of the offering, including such things as:**

- A stationary collection box
- Mail-in offerings
- Electronic giving (contact the NYAC Treasurer, Ross Williams at [rwilliams@nyac.com](mailto:rwilliams@nyac.com) for assistance and information).

### **Develop a plan for counting the offering including such things as:**

- Gloves
- Disinfectants
- Deposit time frames with consideration of leaving the offering in a box for 2-3 days to reduce the risk of transmission.