

Reopening Checklist: Stage 2

Please use the following questions to help you think through your plan for a safe reopening for public worship once we move into Stage 2. While not exhaustive, this checklist is a strong foundation for your planning. Page number references refer to the Diocese of North Carolina's "A Time of Challenge and Change: A Plan for Churches during a Pandemic"

Your Stage 2 reopening plan should answer the following questions:

Worship (Pages 7-8)

- How will you communicate the 25-person maximum during worship services? How will you communicate masking and prescreening requirements?
 - In every possible way, make the limitations known. If people know what to expect, and why, they will more easily, and happily, adapt.
 - Prescreening questions should address fever, cough, general feelings of unwellness, and contact with those who have tested positive for or are presumed to have COVID-19

- How do you plan to decide which 25 people are able to attend worship each Sunday? How will people know when it is their Sunday to attend?
 - Options include assigning families alphabetically, using an online sign up system such as Evite, and scheduling multiple services throughout the week.

- How do you plan to prescreen worshipers as they arrive? Who is responsible for asking the prescreening questions? How will you handle collecting names and contact information for everyone attending? Will the greeter record everything to avoid multiple people handling the same pen?
 - Ushers should ask each participant if they have gone through the prescreening checklist. If not, they should refer the person or party to where the prescreening guidelines are posted.
 - The dated sign-in sheet should be left in a specified location after the service. If a case of COVID-19 among those who attended is reported, all present at that service should be notified, and the church will return to Phase 1 for at least two weeks.

- Have you acquired masks for those who arrive without one? Are they readily available by all entrances?

- Have the greeters/ushers rehearsed what they will say to people after the church has reached the maximum capacity for the worship service? Have they rehearsed what to say if someone refuses to wear a mask or answer prescreening questions? (Page 7-8)
 - Example: "For the safety of all, and especially our most vulnerable members, our worship services are limited to 25 people at this time. We encourage people to [sign up ahead of time, come on their assigned day, etc], and we are sorry you did not receive this information. We invite you to [sign up for the next worship, join us on an assigned date, etc]."
 - Example: "While we know that masks are not comfortable and hugging is our preferred form of greeting, for the safety of all, and especially our most vulnerable members, social distancing and masks are required at this time."

- If these or similar words, repeated calmly, do not have the desired effect, summon the senior warden, rector, vicar or priest-in-charge. That person can reiterate the guidelines.

- How many points of entrance will be open before worship? Is a greeter, sign-in sheet, supply of masks and hand sanitizer available at each entrance?
 - When only 25 are permitted in the building, care needs to be taken between ushers at different entrances to coordinate the count.
- How will you ensure people maintain 6 feet of distance among members of different households as they enter the building? As they sit in the pews? As they move to receive Communion (if permissible in Stage 2)?
- How will people follow along during the service? Do you plan to ask them to bring their own prayer books? Sanitize those in the pews? Will you ask people to print their own leaflets in advance? What is your plan for those who cannot print materials at home?
- If distributing printed worship materials, what is your plan for printing and distribution so they may sit untouched for at least 72 hours and can be picked up by individuals without touching other copies?
- Have the service participants rehearsed their choreography, including mask-wearing, hand sanitizing and maintaining physical distance? Do the ushers know how to seat people?
- What is your plan for collecting the offering? Since passing the plate is impermissible, is there a centralized location for people to drop a donation while maintaining physical distancing? Has the church implemented and publicized online giving or text-to-give?
- How will the offering be counted after the service while maintaining financial controls and physical distancing?

Preparing the Building (Pages 10-11)

- Is clear signage with directions posted throughout the buildings and grounds?
 - Examples: enter and sign in here; masks available here; one person at a time in the bathroom, arrows directing entering and exiting.

- Do printed, projected and predistributed digital materials (e-news, social media posts, etc.) include guidelines for safety, including:
 - Maintaining 6 feet of physical distance at all times while on church property.
 - Wearing cloth masks over mouth and nose at all times while on church property.

- What is the procedure for bathroom use? Is it clearly communicated that only one person may enter at a time (unless assisting their child or another family member)? Are trash cans available at bathroom doors? Are the soap dispensers filled?
 - Sanitizing wipes should be provided, and any person entering a restroom should wipe down surfaces they may touch as though they are contaminated. After using the bathroom, they should wash their hands for 20 seconds and wipe down surfaces again before they leave.

- Do you plan to remove materials from pews (hymnals, prayer books, pens, etc.)?

- Have water fountains been covered or turned off?

- Has the baptismal font been drained?

- How do you plan to mark pews in order to maintain physical distance among people from different households?

- Are exterior and interior doors propped open to allow for greater air circulation?