



CHECKLIST FOR *IN-PERSON* Worship Services

1. General Preparations

- Are we ready to address the four major requirements — (1) hygiene, (2) screening, (3) distancing, and (4) face coverings—for reopening?
- Do we have a plan for stages of reopening voted by the church board?
- What are the applicable state and county health orders that may affect our reopening? Have we set up a Reopening committee related to COVID-19?
- Do we have plans for alternate online services for those who will not yet attend?

2. Hygiene & Cleaning Supplies

- Have we prepared a document detailing the cleaning procedures in place and the chemicals to be used? <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Have we purchased all the supplies needed for the increased cleaning?
- Do we have hand sanitizer stations strategically located throughout the church?
- Have we trained volunteer teams, and how will we schedule them to help clean the church? Do we have a schedule and checklist of what has been cleaned?
- Have we removed all non-essential tables and information stands from public areas to reduce contact surfaces?

3. Screening & Entry Points

- Do we have a plan to limit entry points into the church?
- How will we screen members and guests for potential COVID-19 symptoms?
- At a minimum, ask about any new fever, cough, sore throat, shortness of breath, loss of taste or smell.
- Do we have extra cloth masks on hand for those who come without required facial coverings?
- Can we add doorstops or hold-open devices on doors that are frequently used, such as for restrooms and the sanctuary?

4. Distancing and Seating

- Do we have a plan to limit clustering in the foyer, lobby, and sanctuary?
- Do we have orderly entrance and exit plans that allow for physical distancing?
- Have we pre-marked seating options in the sanctuary that respects required physical distancing?
- If additional large meeting areas are available, can we simulcast to screens in those spaces to accommodate appropriate physical distancing? What technology do we need to expand simulcast operations?
- Do we have a plan for cleaning and disinfecting seating and high-touch areas, especially between multiple services?
- Do we know our total occupancy, and do we have a way to count attendance and limit numbers when necessary? Do we have sign-up or registration for service times to ensure we do not have to turn people away at the door?

5. Children and Preschool

- What standards and guidelines has our state or local municipality put in place for public schools and daycare facilities?
- Have we removed as many toys, blankets, and other objects from your mother's rooms as possible?
-

6. Operational Concerns



- How will we document and track who attends services in the event we later need to conduct contact tracing of an outbreak?
- Are we prepared to project worship programs and announcements on screens instead of paper bulletins?
- How will we collect tithe and offering without passing a plate?
- For the worship team, will we designate microphones for everyone? Do we have enough microphones for every team member without having to share? What is our plan to limit exposure for individuals leading worship? Will we have designated areas for them to stand to keep safe distances?
- Do we need to make special arrangements for how to park cars and operate the parking lot?



New Jersey Conference Of Seventh-day Adventist