



## ***DIOCESE OF SOUTHEAST FLORIDA***

### ***SEASON II CHURCH RE-ENTRY CHECKLIST***

1. Submit in writing (to Canon John Tidy or Cris Valdes, COO, Bishop's Office) affirmation that clergy and Vestry have read the document: "On Being Faithful – Guidelines for the Way Forward in this Season of COVID-19".
2. Submit names and contact information of the re-entry planning committee to Canon John Tidy or Cris Valdes.
3. Submit the Financial Survey to Cris Valdes.
4. Disseminate and collate results of the Congregational Re-Entry Survey.
5. Submit re-entry plans to Canon Tidy two weeks in advance of re-entry date for approval.
6. On the parish website, post the executive summary and PowerPoint of the *On Being Faithful* document and/or present this information via Zoom to members of the congregation.
7. Prepare and send a re-entry preparation letter to the members of the congregation (sample provided)
8. Create, prepare, and post indoor and outdoor signage (sample provided).
9. Prepare "pre-production" notebook that specifically outlines all steps to re-entry.
10. Order necessary supplies (hand sanitizers/stations; face masks; paper towels; general disinfectant sprays/cleaners; tissues; tape for marking appropriate distancing/seating.
11. With ushers, greeters, altar guild, acolytes, etc. practice holding a service in advance of the first Sunday you resume in-person worship.

#### **Specific to Buildings**

The following church building and office use guidelines must be followed:

- Prior to re-entry thoroughly clean the entire church building, including pews, bathrooms, doorknobs, light switches, stair railings, and microphones.
- Flush water pipes by running all faucets 20 minutes.
- Flush duct work of HVAC system by running HVAC for one full day prior to re-entry and ensure air filters are new or clean.

- Staff members and members of the congregation must continue to follow social distancing and sanitary guidelines
  - Maintaining six feet of separation thru 360° between individuals
  - Wearing face masks
  - Regular hand washing and sanitizer use
  - Regular disinfection of common surfaces including doorknobs, countertops, phone and office electronics
- Regularly clean/disinfect building between user groups, especially high-touch surfaces.
- Creating an emergency plan for possible outbreak and how you might respond in care, communication, and in cleanliness.
- Maintaining a visitor log (phone numbers and email addresses) for all who enter the building in the event that they may come in contact with someone with the disease and reporting is required. This log must be thoroughly managed and checked daily.
- Establish an online registration process for worship time attendance. This registration serves to coordinate capacity and as a waiver of liability.

The following building and office use guidelines are advised:

- Removing all non-essential items from rooms so that there are fewer surfaces to touch.
- Staff members continue to be permitted to work from home.
- Keeping in-office functions as minimal as possible, only to ensure essential operations.
- Posting signs outlining COVID-19 symptoms.
- Maintaining appropriate stocks of tissue, soap, hand sanitizer, and disposable towels for drying hands.
- Consider allowing building users/rental groups to return only on the condition that they are able to observe gathering limits and hygiene protocols.

#### Specific to Worship

The following worship guidelines must be followed:

- All common surfaces must be cleaned before and after worship, including doorknobs, countertops, pews, electronics, and eucharistic vessels.
- Training of greeters and ushers to be “safety ministers” who are at the front door ensuring people are wearing masks, avoiding crowding and traffic bottlenecks; and are directing dismissal to avoid the same.
- Wearing of non-surgical masks is required. Please consider having a supply for those who arrive without one.
- No nursery or in-person Sunday school or coffee hour following the service.
- No physical touching during the passing of the peace.

- No passing of the offering plate through the pews.
- No singing.
- Allow for only one person (presider) to prepare the Eucharistic table, touching cruets, distribution of Communion Bread. Cup will not be administered.
- Households must sit at least six feet apart, 360 degrees.
- Removal of prayer books, hymnals and bibles from pew racks; use of single-use bulletins (that are picked up rather than handed out) or sending a digital copy for people to access on their personal devices.
- Develop a plan for dismissing worshippers to ensure social distancing as people exit.
- No receiving line following the service.
- Develop a plan to reduce the number of doors that people must touch to enter and exit the service.
- Maintain online worship and formation programming (where it has been implemented prior to re-entry).
- Limit in-person events and meetings.
- Create method for submission of offerings.

The following worship use guidelines are advised:

- Multiple services with fewer attendees.
- Having people sign up for services in advance.
- Create and assign fixed seating to maintain safe distances.