



*Pictured: The Midstate Trail extending through the center of the Commonwealth of Massachusetts.*

*Photo: All Trails/Susan Serra via [www.onlyinyourstate.com](http://www.onlyinyourstate.com)*

## A Journey By Stages – Part II

### A Preface from the Working Group

Thank you all for your work and your prayers during this time. None of us knows what God will call us to, and none of us asked for this challenge. Yet each of us has found ways to serve God and God’s people in new and powerful ways during this time in our life together.

While the Bishops’ Pastoral Directive, [\*A Journey by Stages\*](#), provides specific guidance about how to operate as congregations during this time, that document was issued as just that: to guide Episcopalians across the Commonwealth of Massachusetts in our two dioceses. Yet context matters. This letter and the COVID-19 Congregational Checklist are intended to provide further support to our congregations in the work that lies ahead. Of course there will be unusual circumstances and special situations. We hope that many of these issues will be addressed by local clergy, in consultation with lay leaders and the shared wisdom of deanery clergy. We are entering into a time where we need to rely on your experience, wisdom, and the gifts you have been given.

*As much as we all would like clear, prescriptive guidance about so many matters, this document (like the one that preceded it) is meant to offer more descriptive support.* Consider, for example, the many questions we have received about worship, both indoor and out. The reality is that there are no two congregations in our diocese with the same opportunities and challenges. We will still need to make the best plans we can considering our own local conditions and the changing health environment. The guidelines from the Centers for Disease Control, the MA Department of Public Health, the Bishops' Pastoral Directive, as well as the accompanying COVID-19 Congregational Checklist, give us the contours and direction of how we might engage in this work. They also give us some boundaries of what is and is not permissible. It is up to us to work within that framework to develop plans for our particular ministry settings. Your fellow clergy, gathered by deanery, are a good sounding board for your questions and struggles. While we all need to work on this in our own context, we are not alone in the midst of this very challenging process. Clergy and congregations should anticipate being informed by ALL of these resources: CDC, MA DPH Checklist, the Bishops' Pastoral Directive, and the COVID Congregational Checklist, as you make your plans for Stage 2 and beyond. We recognize there is a certain amount of "decision fatigue." We want to be told (at some level) what to do. And we are all still dealing with no small amount of anxiety. There remain many unknowns and the situation seems to change weekly. It seems predictable that the re-entry into many aspects of our lives is going to lead to some kind of second wave; what is unclear from this vantage point is what that will look like. So in spite of anxiety and decision fatigue we need to support one another and carry one another's burdens and know that we do this work together, and always with God's help.

We have put in place an approval process not as a bureaucratic exercise, but as a way to ensure that we are all being careful, reflective, and mutually accountable to one another. This process can in fact (and we pray will) build up the Body of Christ in love. We all want to keep our people safe and keep them connected to the love of God and each other during this time. The approval process is intended to help us make sure we don't inadvertently overlook something important.

Nothing in these guidelines supersedes guidance from the CDC, MA DPH, or your local Boards of Health. The goal is to provide more detailed guidance as a follow-up to *A Journey By Stages* to help you make faithful decisions as local Christian communities.

### **Moving from one stage to another**

As much as possible, approval to consider the move from Stage 1 to Stage 2 will be given on a regional basis based on the health care criteria established by the Commonwealth and in conversation with public health professionals. Conditions in Berkshire County are and will continue to be different from Worcester or the Pioneer Valley and we should act accordingly. Once the Bishop has determined that a particular region may move to the next stage, individual congregations *may* move to the next stage, but only after having prayerfully planned for how they will operate in that next stage. The COVID-19 Congregational Checklist is intended to make sure that this plan is comprehensive and safe. **No congregation will be forced to make changes or to hold public services or events. Individual congregations may always choose to remain under the policies from an earlier stage.** All congregations should be prepared to move back to a previous stage should public health conditions worsen.

While the length of this document and the magnitude of the work ahead of us may seem daunting, we recommend that you use the following worksheet as you engage with parish leadership in conversation, decision making, and preparation. Engaging the worksheet together can help provide direction forward and shape conversations. The finished product will be what's submitted to your dean for further conversation and approval.

Your colleagues in ministry,

The Rev. Dr. Richard Simpson, *Canon to the Ordinary*  
The Rev. Vicki Ix, *Canon for Communications*  
The Rev. Aileen DiBenedetto, *Dean of the Worcester Clericus*  
The Rev. Peter Swarr, *Dean of the Hampden Clericus*  
The Rev. Michael Tuck, *Dean of the Berkshire Clericus*  
The Rev. Tanya Wallace, *Dean of the Franklin-Hampshire Clericus*

## Pastoral and Theological Considerations to Guide Local Conversations

*What we have learned in the work we have been doing, alongside our bishop, throughout this pandemic, is that even getting good information is a real challenge. The politicians – all of them – consider advice from health professionals but have many competing agendas and constituencies to whom they answer. People in our congregations, including our clergy, are more and less informed – but human beings can only bear so much reality.*

*But we are the Church, and we serve the Risen Christ. Some want to be back inside our buildings yesterday; others are saying they will not return until there is a vaccine. So begin with prayer, and silence, and remembering that we are members of one Body. Listen for the Holy Spirit who leads us into all truth – just not usually on the timetables we set.*

*As leaders, ordained and lay, we invite you to take some time to reflect on God’s call to you as the Church. As you envision being the Church in Stage 2, what do you hope will be gained? What might you lose? How will the move into stage 2 support your congregation in living out God’s call to you at this time and in your neighborhood?*

*Our bishop and others have been talking for some time about the fact that returning to our buildings is not about “going back to normal.” We are moving ahead, with God’s help. Take some time to consider both what has been lost, and what you have been learning over the past three months as a faith community. How might you navigate this next phase in ways that strengthen you all for the work that lies ahead?*

*Invite the Holy Spirit to lead and guide you in the discernment that lies ahead – not only in Phase 2, but as you continue to seek and serve Christ, and love your neighbor.*

## Worksheet for Stage 2

*Any congregation of the Diocese of Western Massachusetts that desires to move to Stage Two must consult with a clericus dean and complete the following checklist. The checklist must be signed by the clergy-in-charge (if there be one) and the warden(s). (A more detailed checklist which may be used for local conversations can be found in Appendix C.)*

### **Preparation**

- Consultation with each renter and outside user completed
- Cleaning/disinfecting supplies on hand
- Masks and hand sanitizer on hand and available
- Cleaning/disinfecting plan in place
- Compliance attestation poster on prominent display  
<https://www.mass.gov/doc/compliance-attestation-poster-english/download>
- Employer guidance poster reviewed and posted  
<https://www.mass.gov/doc/employer-reopening-poster-english/download>
- Church office workspace safety plan reviewed
- Consultation with each staff member about regathering/accommodations
- Worker poster distributed and discussed with each staff member  
<https://www.mass.gov/doc/worker-reopening-poster-english/download>
- Restroom use plan in place
- Signage/floor markings in place

## **Gathering**

- Hymnals, prayer books, Bibles removed from worship space
- Fonts and holy water stoups emptied
- Seating plan arranged and communicated
- Occupancy and distancing estimate determined (check occupancy permit)
- Attendee monitoring and management plan in place, e.g. online sign-up
- Training of staff, ushers complete
- Liturgy and music plan and restrictions reviewed
- No-touch offering basin locations
- Ongoing virtual worship and gathering opportunities discussed
- Understanding about limitations on ancillary gatherings, e.g. coffee hour

## **Serving**

- Pastoral care plan reviewed
- Community service plans reviewed and safe operation plan in place
- Local public health department contact information on file
- Plan to cooperate with local Board of Health with contact tracing in the event of COVID-19

## **Growing**

- Online giving platforms explored
- Small group gathering plan in place (under current size limitations)
- Understanding of childcare restrictions
- Online formation program explored

# Letter Seeking Approval to Enter Into Stage 2

Bishop Fisher, \_\_\_\_\_ Church is ready to enter Stage 2.

We are seeking approval to

\_\_\_ Hold in-person worship inside each Sunday, beginning on \_\_\_\_\_ (date).

\_\_\_ Hold in-person worship outside each Sunday, beginning on \_\_\_\_\_ (date).

\_\_\_ Hold in-person worship outside on weekdays, beginning on \_\_\_\_\_ (date).

\_\_\_ Hold in-person worship inside on weekdays, beginning on \_\_\_\_\_ (date).

\_\_\_ Open meeting room/s for small groups, beginning on \_\_\_\_\_ (date)

\_\_\_ Open for outside groups, beginning on \_\_\_\_\_ (date)

\_\_\_ Open the office, beginning on \_\_\_\_\_ (date)

\_\_\_ The vestry and clergy agree to this plan

Senior Warden: \_\_\_\_\_

Date: \_\_\_\_\_

Clergy: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Bishop: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix A: Specific Guidance for Outdoor Worship

Outdoor worship, when possible, appears to be safer than worshipping inside. It also poses its own set of challenges even for congregations that have outdoor spaces to use (Hearing one another is perhaps the biggest of these challenges to be considered).

**Regardless of the specific format, physical distancing guidelines must be maintained and there should be provision for worship for people who cannot, or do not wish to, gather physically at this time. Keep in mind that gathering outdoors does NOT mean that singing or Holy Communion may take place in Stage 2.**

There will be other considerations with regard to outdoor worship. Churches with control of their own outdoor space might consider the example of [Domino Park in Brooklyn](#). With regard to keeping people safe in Stage 2 of COVID-19, congregations will need to consider:

- Proper signage and flow throughout the outdoor site
- How to mark out space to ensure physical distancing
- Access to bathrooms (along with all the accompanying Stage 2 requirements)
- Whether to provide seating or other accommodation for individuals with disabilities (if so, how to ensure seating is properly sanitized)
- Provision for changes in weather
- How to handle heat in later summer (Is water provided? How will it be distributed if necessary?)
- Who will be tasked with and empowered to help maintain physical distancing? Ushers? Others?

There are also some non-COVID-19 issues to consider:

- Amplification across a large space. There may be local ordinances in effect.
- Mosquitos, ticks, and other insects (West Nile and Lyme disease remind us that coronavirus isn't the only dangerous disease out there).

- We remind you that streaming of services, if previously provided, should still be taking place even when outdoor worship is held.

Not all of these issues will be relevant for every congregation. In general, we recommend that individual congregations consult with your local board of health and possibly your parks and recreation officials.

## **Appendix B: Other Considerations**

### **Small groups**

Some congregations may see small, midweek groups as a way to move forward with building community outside of the logistical and pastoral challenges associated with Sunday morning worship. While the risks may be somewhat lower, especially when coupled with outdoor services and events, the congregation should have all the relevant safety, cleaning, and hygiene policies in place before these gatherings begin.

### **Contact tracing**

Should one of our members become sick with COVID-19, it is our responsibility to work quickly and closely with local health officials to tell people of their possible exposure. Any plan we make with regard to in-person worship, whether indoors or outdoors, should include provisions for tracking attendees, especially visitors, in case that information should be necessary for contact tracing.

### **Holy Communion in Stage 2**

Due to the complexity of offering Holy Communion safely during the pandemic, the Bishops of the Commonwealth have directed that Holy Communion may not be distributed during Stage 2 **in any context**. Holy Communion may only be offered as an Act of Spiritual Communion with no one receiving the elements. Virtual celebrations of Holy Communion may not be conducted. This mandate includes pastoral home communion visits.

### **Baptism in Stage 2**

Similarly, the Bishops have directed that celebrations of Holy Baptism be postponed until at least Stage 3. Emergency baptisms are permitted, provided that all due care is taken with hygiene and mask wearing together with physical distancing as appropriate. But our norm remains to wait for Baptism to be celebrated within the context of the gathered assembly.

## Appendix C: Detailed Checklist Materials

*Below are multiple different checklists meant to help guide churches through the maze of resuming in person gatherings in stage 2. Each list is intended to target specific concerns and areas of consideration for each specific situation.*

The following situations are addressed:

1. In-Person Indoor Worship
2. In-Person Outdoor Worship
3. Funerals and Weddings
4. Outreach/Service Ministries
5. Small Group Gatherings
6. Gatherings by Outside Groups (such as AA)
7. Parish Office/Administrative Office
8. Methods of Communicating decisions to the parish, health officials, and all interested parties

*We hope these lists are helpful in addressing specific situations as they arise at your congregation. Keep in mind, each congregation will have its own specific details it needs to consider, but these lists should be HELPFUL in starting the process*

### 1. Return to in-person worship indoors:

*How will holding in-person indoor worship in Stage 2 support the congregation in living out God's call to you at this time?*

Maximum capacity for worship space is: _____ 40% of capacity is: _____ Actual capacity when spaced 6 feet apart is: _____ households. We will gather no more than _____ people at a time.
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How many indoor worship services per week will you hold? \_\_\_\_\_

Will this be adequate for the number of persons who want to attend indoors?

\_\_\_ We have a plan to stream our indoor service for those who cannot attend

\_\_\_ We have an alternate plan for including those not able to gather (other than livestreaming)

Please describe

We will ensure the appropriate number of participants in the following way:

- Institute an online sign up
- Have an usher count those who arrive, and then turn away those who are over the number
- Other:  
Please describe

We are prepared to participate in contact tracing in the following way:

- Online sign-up which creates a digital “attendance list”
- Following person/s will compile a list of attendees each week \_\_\_\_\_
- We will ask visitors for contact information
- Other:  
Please describe

We will ensure adequate spacing between household groups in the following way:

- Identify available spaces with crosses
- Rope off pews that people will NOT be able to sit in
- Other:  
Please describe

Our mask policy:

- Everyone must bring their own
- We will provide masks for those who do not have them
- We will ask people to inform us ahead of time if they are unable to wear mask
- We will trust that those who are not wearing a mask, do so only for medical reasons
- Other:  
Please explain

We have removed all Prayer Books, Hymnals and Bibles

We have removed fabric surfaces or covered them with plastic to aid in sanitizing.

Worship bulletins will be distributed in the following ways:

We will encourage people to follow digital program on smart devices

We will encourage people to print & bring their own bulletins

We will project a bulletin on a screen

We will have printed bulletins for people to pick up on their way in

We will not use bulletins

Other:

Please describe

Music:

We will have one singer 20 feet from everyone else

We will only offer live instrumental music

We will play recorded music/virtual choir

We will have a spoken liturgy

Collecting Offerings:

We will encourage online giving

We will have a plate that people can leave donation as they enter

We will have a plate that people can leave donation as they leave

Other:

Please describe

We will support personal hygiene in the following way:

We will insist everyone brings their own hand sanitizer

We will provide hand sanitizer

Please describe where it will be available:

We have a handwashing station as people enter the building

Other:

Please describe

We will keep congregants safe as they arrive and leave in the following ways:

Ask people to wait to leave car/walk to worship space only when previous household group has settled in to their seating area

Have an usher invite people to move from car to worship space one carload at a time

We have a clearly marked path for entrance and exit (using separate doors)

We have only one door to enter/exit, so after service begins that door will only be used for exiting

Have Celebrant or usher dismiss household units one at a time

Ask people to slowly dismiss themselves, practice appropriate social distancing

Other:

Please describe

We will maintain social distance and sanitization in the bathrooms:

We have cleaned the church following CDC guidelines

After worship/before building is used again. The following person/s will disinfect bathrooms, doorknobs, and any other areas congregants may have touched on way to facilities.

---

We have clearly marked a travel pattern, to and from the facilities

Bathrooms will be single occupant; we will designate 6 foot waiting distance on the floor

We will mark 6 foot distance on the floor

We are ensuring adequate hand washing stations

Other:

Please describe

The following members of the congregation are empowered to hold people to the guidelines and directives to keep everyone safe:

We have a plan for those who struggle with maintaining these guidelines and directives (Please describe):

We will ensure that our space is clean & disinfected:

We have followed CDC guidelines for disinfecting church

We have purchased adequate cleaning supplies

We will disinfect following service

We will disinfect before the building is used again

We are prepared for our sexton to work additional hours as may be needed for sanitizing

The following member/s will be responsible for the additional work of sanitizing

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Other;

Please describe

We will maintain good airflow in the following way:

Open windows and use fans (even in hot or cold weather)

Adjust HVAC system for fresh air supply

Other

Please describe

## 2. Return to in-person worship outdoors

*How will holding in person outdoor worship in Stage 2 support the congregation in living out God's call to you at this time?*

Ensuring proper distancing and ability for all to hear and participate in worship, we estimate we will be able to accommodate \_\_\_\_\_ for outdoor worship.

How many outdoor worship services per week will you hold? \_\_\_\_\_

Will this be adequate for the number of persons who want to attend outdoors? Y/N

What happens when the weather doesn't cooperate with these plans? \_\_\_\_\_

\_\_\_ We have plans to stream our outdoor service for those who cannot attend

\_\_\_ Alternate plan for including those not able to gather

Please describe

We will ensure the appropriate numbers at outdoor worship by:

\_\_\_ Instituting an online sign up

\_\_\_ Having an usher count those who arrive, and then turn away those who are over the maximum number

\_\_\_ Other:

Please describe

We are prepared to participate in contact tracing in the following way:

\_\_\_ Online sign-up offers an "attendance list"

\_\_\_ Following person/s will compile a list of attendees each week \_\_\_\_\_

\_\_\_ We will ask visitors for contact information

\_\_\_ Other:

Please describe

We will ensure adequate spacing in the following way:

\_\_\_ People will stay in their cars and we will use a radio transmitter for the service

Set chairs beforehand with six feet distance (see below for cleaning)

Have people bring their own chairs and provide 6 ft. measurement

Identify seating clusters with 6 ft. distance between each

Other:

Please describe

Our masking policy:

Everyone must bring their own

We will provide masks

We will ask people to inform us ahead of time if they are unable to wear mask

We will trust that those who are not wearing a mask, do so for medical reasons

Other:

Please describe

Worship bulletins will be distributed in the following ways:

We will encourage people to follow digital program on smart devices

We will encourage people to print & bring their own bulletins

We will project a bulletin on a screen

We will not use bulletins

Other:

Please describe

Music:

We will have one singer 20 feet from everyone else

We will only have instrumental music

We will play recorded music/virtual choir

We will have a said service

Other:

Please describe

Collecting Offerings

- We will encourage online giving
- We will encourage folks to mail in their gifts
- We will have a plate that people can leave donation as they enter
- We will have a plate that people can leave donation as they leave
- Other:  
Please describe

We will support personal hygiene in the following way:

- We will insist everyone brings their own hand sanitizer
- We will provide hand sanitizer  
How will this be made available outdoors? Will it be easy to access? Will there be enough?
- We will set up an outdoor handwashing station
- Other:  
Please describe

We will keep congregants safe as they arrive and leave in the following ways:

- Ask people to wait to leave car/walk to worship space when only when previous household group has arrived at seating area
- Have an usher invite people to move from car to worship space one at a time
- Have Celebrant or usher dismiss household units one at a time
- Ask people to slowly dismiss themselves, waiting to leave until nearby household group has already left
- Other:  
Please describe

People will/will not be able to access the bathrooms:

If yes, please answer below:

- We have cleaned the church following CDC guidelines

After worship/before building is used again. The following person/s will disinfect bathrooms, doorknobs, and any other areas congregants may have touched on way to facilities.

---

We will designate one door for entry, another for exit. We have clearly marked a travel pattern

We have only one entry way to the facilities, so will ask that only one person enter building at a time

Bathrooms will be single occupant

We will mark 6 feet distance on the floor

We have hot water and adequate amounts of soap

Other

Please describe

The following members of the congregation are empowered to hold people to the guidelines and directives to keep everyone safe:

We have a plan for those who struggle with maintaining these guidelines and directives (Please describe):

We will ensure that our space is clean & disinfected:

We have followed CDC guidelines for disinfecting church

We have purchased adequate cleaning supplies

We will disinfect any indoor areas that were accessed immediately following service

We will disinfect any indoor areas that were accessed before the building is used again

We are prepared for our sexton to work additional hours as may be needed for sanitizing

The following member/s will be responsible for the additional work of sanitizing

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Other:

Please describe.

### **3. Preparations for Funerals & Weddings**

*How will offering funerals and weddings in Stage 2 support the congregation in living out God's call to you at this time?*

We will hold funerals and weddings at offsite locations

We will hold funerals and weddings in the church with only principal participants; family & friends can join online

We will hold funerals and weddings outdoors at church following the above (outdoor worship) protocols

We will hold funerals and weddings in church following the above (indoor worship) protocols

We will require a guest list for contact tracing and will ensure that list is provided in the following way:

\_\_\_\_\_

We will have an online sign up to allow for contact tracing

Other preparations

#### 4. Outreach Ministries

*How will outreach ministries in Stage 2 support the congregation in living out God's call to you at this time?*

The following outreach ministries will be using our church building:

Maximum capacity for meeting room is \_\_\_\_\_  
40% of capacity is \_\_\_\_\_  
Actual capacity when spaced 6 feet apart is \_\_\_\_\_  
We will gather no more than \_\_\_\_\_ people at a time.  
We need \_\_\_\_\_ number of volunteers to run this ministry, therefore \_\_\_\_\_ number of guests are allowed at a time.

We are prepared to participate in contact tracing in the following way:

Online sign-up offers an "attendance list"

Following person/s will compile a list of attendees (including volunteers) each week

---

Other:

Please describe

We will ensure adequate spacing between household groups in the following way:

Please describe:

We will keep volunteers and guests safe as they arrive and leave in the following ways:

One way entry and exit paths are clearly marked

We ask people to enter the building one at a time

We have someone near the entrance to ensure people enter at 6-foot distances

We ask guests & volunteers to leave one-at-a-time

The following volunteer/s will ask guests to leave one-at-a-time

Other:  
Please explain

Our masking policy (check all that apply):

- Everyone must bring their own
- We will provide masks
- We will ask people to inform us ahead of time if they are unable to wear mask
- We will trust that those who are not wearing a mask, do so only for medical reasons
- Other:  
Please explain

We will support personal hygiene in the following way:

- We will insist everyone brings their own hand sanitizer
- We will provide hand sanitizer  
Please describe where it will be available
- We have a handwashing station as people enter the building
- Other:  
Please describe

People will/will not be able to access the bathrooms

If yes, please answer below:

- We have cleaned the bathroom following CDC guidelines
- Bathrooms will be single occupant
- Bathrooms will be closed except for emergency use
- We will mark 6 feet distance on the floor
- We have hot water and adequate amounts of soap
- Other:  
Please describe

The following members of the congregation are empowered and willing to hold people to the guidelines and directives to keep everyone safe:

We have a plan for those who struggle with maintaining these guidelines and directives (Please describe:

We will ensure that our space is clean & disinfected:

We have followed CDC guidelines for disinfecting church

We have purchased adequate cleaning supplies

We will disinfect any areas that were accessed following the small group

We will disinfect any areas that were accessed before the building is used again

We are prepared for our sexton to work additional hours as may be needed for sanitizing

The following member/s will be responsible for the additional work of sanitizing

\_\_\_\_\_.

Other:

Please describe

We will maintain good airflow in the following way:

Open windows and use fans (even in cooler weather)

Adjust HVAC system

Other:

Please describe

## 5. Small Groups and Gatherings

*How will small group gatherings in Stage 2 support the congregation in living out God's call to you at this time?*

Maximum capacity for meeting room is _____ 40% of capacity is _____ Actual capacity when spaced 6 feet apart is _____ We will gather no more than _____ people at a time.
--

The following small groups will meet in person:

\_\_\_ Plans have been made to include small group members that are not safe to meet in person

We will ensure adequate spacing between household groups in the following way:

Describe

We will keep congregants safe as they arrive and leave in the following ways:

\_\_\_ One-way entry and exit paths are clearly marked

\_\_\_ There is only one door for entry/exit, so after start of meeting that door will only be used for exit.

\_\_\_ We ask people to enter the building one at a time

\_\_\_ We have someone near the entrance to ensure people enter at 6-foot distances

\_\_\_ We ask small group members to leave one-at-a-time

\_\_\_ Small group leader dismisses members one-at-a-time

\_\_\_ Other:

Please explain

Our masking policy (check all that apply):

\_\_\_ Everyone must bring their own

\_\_\_ We will provide masks

- We will ask people to inform us ahead of time if they are unable to wear mask
- We will trust that those who are not wearing a mask, do so only for medical reasons
- Other:  
Please explain

We will support personal hygiene in the following way:

- We will insist everyone brings their own hand sanitizer
- We will provide hand sanitizer  
Please describe where it will be available
- We have a handwashing station as people enter the building
- Other:  
Please describe

People will/will not be able to access the bathrooms

If yes, please answer below:

- We have cleaned the bathroom following CDC guidelines
- Bathrooms will be single occupant
- Bathrooms will be closed except for emergency use
- Other:  
Please describe

The following members of the congregation are empowered and willing to hold people to the guidelines and directives to keep everyone safe:

We have a plan for those who struggle with maintaining these guidelines and directives (Please describe):

We will ensure that our space is clean & disinfected:

- We have followed CDC guidelines for disinfecting church
- We have purchased adequate cleaning supplies
- We will disinfect any areas that were accessed following the small group

- We will disinfect any areas that were accessed before the building is used again
- We are prepared for our sexton to work additional hours as may be needed for sanitizing
- The following member/s will be responsible for the additional work of sanitizing

\_\_\_\_\_.

- Other:  
Please describe

We will maintain good airflow in the following way:

- Open windows and use fans (even in cooler weather)
- Adjust HVAC system
- Other  
Please describe

## 6. Outside Groups

*How will hosting outside groups in Stage 2 support the congregation in living out God's call to you at this time?*

Maximum capacity for meeting room is \_\_\_\_\_  
 40% of capacity is \_\_\_\_\_  
 Actual capacity when spaced 6 feet apart is \_\_\_\_\_  
 We will gather no more than \_\_\_\_\_ people at a time.

- Groups will follow our guidelines for indoor worship
- Groups will follow our guidelines for outreach ministries
- Groups will follow guidelines for small groups
- We will disinfect the building after the outside group has used it
- Groups will disinfect building after they have used it, if so, how do they certify this cleaning?  
\_\_\_\_\_
- Groups have agreed to our updated building guidelines (capacity, masks, distancing, etc.)

## **7. Office & Administration**

*How will your decisions about office use and administration in Stage 2 support the congregation in living out God's call to you at this time?*

We will continue to work from home

Office will be used by only one person at a time

Work spaces will be placed 6 feet apart

We will maintain social distance and sanitization in the bathrooms:

We have cleaned the church following CDC guidelines

Bathrooms will be single occupant; we will designate 6-foot waiting distance on the floor

We will mark 6 feet distance on the floor

We have hot water and adequate amounts of soap

Other:

Please describe

We will ensure that our space is clean & disinfected:

We have followed CDC guidelines for disinfecting church

We have purchased adequate cleaning supplies

We will disinfect following work

We will disinfect before the building is used again

We are prepared for our sexton to work additional hours as may be needed for sanitizing

The following member/s will be responsible for the additional work of sanitizing

\_\_\_\_\_.

Other:

Please describe

We will maintain good airflow in the following way:

Open windows and use fans

Adjust HVAC system

Other:

Please describe

\_\_\_\_\_ Adequate masks have been purchased and supplied to all employees along with a supply of extras for those who arrive without masks (along with other PPE for sextons and other staff who may need this gear).

\_\_\_\_\_ We have a plan for staff who will continue to work from home

Please describe

\_\_\_\_\_ We have a plan for staff who may be responsible for child or elder care at home

Please describe

\_\_\_\_\_ We have a plan should our clergy person contract Covid-19

Please describe

## **8. Communications**

Contact info for local Board of Health

Name:

Phone Number:

Email:

\_\_\_\_\_ We have consulted with the local Board of Health

\_\_\_\_\_ We plan to consult with Board of Health by \_\_\_\_\_ (date)

\_\_\_\_\_ We are in touch with outside groups who use our building

\_\_\_\_\_ We have shared our funeral policies with local funeral home/s.

\_\_\_\_\_ We have communicated/will communicate with the congregation what Stage 2 will look like for us including the mandate for vulnerable members to stay at home in this phase and the fact that Holy Communion will NOT be offered, congregational singing will NOT occur during this stage, and NO food will be shared.

Modes of communication: \_\_\_\_\_

\_\_\_ We have communicated/will communicate to the congregation that it is their Christian duty to seek care if they should experience symptoms of covid-19, and they should notify both the church and the local board of health so that appropriate measures can be taken.

Modes of communication: \_\_\_\_\_

\_\_\_\_\_ Signage has been posted concerning social distancing and the need to wear a mask.