

Church Mutual Insurance Recommendations for Safe Return to Worship

Check or N/A	Item Description	Phase A Plan Outdoor Services		Phase A Plan Outdoor Services		Comment or details
		Status	Pg #	Status	Pg #	
Recommendations for Preparation Phase						
Planning						
X	Assign responsibility for monitoring and incorporating government orders and guidance	Completed	N/A	Completed	N/A	New York Annual Conference of United Methodist Church is carefully monitoring Federal, NY, and CT government orders/guidance updating its guidelines/restrictions. as needed. The COVID-19 Recovery Team (CRT) has this responsibility for WUMC-CT . Members of CRT is monitoring evolving CT state guidelines in addition to leveraging NYAC guidelines that are updated regularly.
X	Assign responsibility for coordinating with local health authorities and law enforcement	Completed	N/A	Completed	N/A	The Lay Leader as CRT Chairperson has this responsibility
X	Provide Leaders, staff, and volunteers with masks & other PPE to wear while serving	In Plan	13	In Plan	13	board of trustees will procure and maintain supplies, which will be stored in the church office. Leaders of work teams will ensure volunteers are provided and use appropriate PPE
X	Establish protocols for physical distancing before, during, and after services, including seating arrangements, modified worship practices and dismissal procedures	Completed	14-16	Completed	21-25	
X	Continue offering online worship options for those who are sick, higher risk or have been exposed to a coronavirus (COVID-19) patient within the last 14 days or are otherwise uncomfortable gathering in person	Completed	10-11	Completed	10-11	Both online video and audio-only telephone broadcast of worship services will continue to be provide.
X	Develop isolation protocols should a staff member, volunteer or attendee becomes ill at your facility	Completed	N/A	Completed	N/A	The classroom closest to the furnace room will be used for isolation if staff member, volunteer or attendee becomes ill at our facility. Depending on circumstances, Lay leader (or delegate) will determine need to call 911 or family member for assistance in returning home.
X	Minimize use of printed or hand-held materials such as bulletins, hymnals, Bibles, and attendance pads	In Plan	17	In Plan	26	Bibles/hymnals will be removed from the sancturay, but will be made available to church family members on long-term load to disinfect and bring as personal items. Attendance will be taken at check-in points. Bulletins will be sent out Fridays and church members encouraged to print at home and bring with them. Small stacks of clean bulletins and visitor cards will be available to be picked at check-in table.
X	Do not share equipment used for worshop services such as microphones, etc.	In Plan	16	In Plan	25	Separate microphones will be used by Pastor, Liturgist, Singer(s).
X	Minimize areas of your building(s) being used during services and gatherings to minimize disinfecting needs.	In Plan	16	In Plan	21	Only lower level Fellowship Hall and adjacent restrooms will be open for outdoor services. Only upper level entrances, sanctuary, and restroom will be open for indoor services.
X	Block off unused areas of your building(s)	In Plan		In Plan		
X	Designate 1-in-1-out protocol for tight spaces	N/A	N/A	In Plan & In Process	23	This will be ensured by usher/greeters at check-in points in Narthex and Handicap entrances

X	Establish frequency and processes for enhanced cleaning and disinfecting -- between services at minimum Develop cleaning plan with clearly names and trained "Cleaning Teams"	In Plan & In Process	13, 16	In Plan & In Process	26	Facilities used for services will be cleaned shortly before the start of services. Office facilities will be cleaned at the beginning of the day. Participants will clean areas of use before and after meetings or other church activities.
X	Develop admission criteria for worship services, noting that anyone who is ill or appears ill should plan to worship remotely	In Plan & In Process	9, 17	In Plan & In Process	9, 23	Non-contact temp, queries related to symptoms/exposure, compliance with social distancing and masks.
X	Postpone children's activities such as nursery/child care or implement additional safeguard	Completed	8	Completed	8	All in-person children's activities have been suspended.
N/A	Discontinue playground use or implement additional safeguards and limitations	N/A	N/A	N/A	N/A	WUMC=CT has no playground
X	Postpone mission trips and summer activities such as vacation Bible school (VBS)	Completed	8	Completed	8	All such activities have been suspended
Building						
X	Conduct a thorough facility inspection/walk-through to check on the safety of your building before it is reopened	In Plan & In Process	N/A	In Plan & In Process	N/A	BOT will conduct inspection/walk-through prior to opening
N/A	Restart systems and reset thermostats and lights	N/A	N/A	N/A	N/A	Church was never fully shut down.
N/A	Flush hot and cold water through all points of use in your building if unoccupied for prolonged period	N/A	N/A	N/A	N/A	Church was never fully shut down.
X	Complete spring HVAC (professional) maintenance Make sure that ventilation systems operate properly and increase circulation of outdoor air	N/A	N/A	In Plan	N/A	Prior to reopening for indoor services, the heating system will be maintained and modified to allow cool, fresh air to be supplied to the sanctuary without heating during summer.
X	Address overgrowth and other issues stemming from building vacancy	Completed	N/A	Completed	N/A	
X	Check for any rodent/pest activity or infestations	In Plan	N/A	In Plan	N/A	Will be done by BOT as part of walk-through
X	Address any slip, trip, and fall hazards	In Plan	18	In Plan	18	Will be done by BOT as part of walk-through
X	Thoroughly clean and disinfect the building and contents before reopening	In Plan	13, 16	In Plan	13, 26	BOT will develop workplan and checklists for pre-opening deep cleaning and recurring cleaning/sanitizing before worship services
X	Ensure cleaning supplies and disinfectant have been ordered and are on hand	In Plan & In Process	12-13	In Plan & In Process	12-13	
X	Make hand sanitizer and/or hand wipes available through the building	In Plan	12-13	In Plan	12-13	
X	Post signs regarding social distancing, safety measures, and handwashing	In Plan	17-18	In Plan	25	
Supplies						
X	Disinfecting agents for your facility	In Plan & In Process	12-13	In Plan & In Process	12-13	
X	Hand sanitizer for staff, volunteers, and attendees					
X	Masks and gloves for staff, volunteers, and attendees					
X	Face coverings for attendees					
Communication						
X	Prior to reopening, communicate your plan via multiple channels such as e-mail, website, newspaper, social media, phone calls, etc.	In Plan & In Process	5-6, 9-10	In Plan & In Process	5-6, 9-10	Communication strategy has been created and underway.
X	Communicate the plan and make it available to members and non-members alike					
X	Update and share details of the plan as circumstances change					
X	Reinforce messaging that persons who are ill or higher risk should continue worshipping remotely					
Instructional Materials						
X	Develop on-site instruction materials such as signs or projected images to generate awareness of new protocols and procedures	In Plan	9	In Plan	9	Is planned as part of communication strategy.
X	Directions to aid the flow of people and vehicles					
X	Information on physical distancing and face coverings					
X	Messaging to stay home if sick					
X	Importance of handwashing and hygiene practices					
Training						
X	Train staff, leaders, ushers, and volunteers on established plans and protocols for worship services and gatherings	In Plan		In Plan		

X	Addressing higher(er) risk individuals that arrive or those presenting signs of illness	In Plan	10	In Plan	10	
X	Maintaining physical distance requirements among those that attend	In Plan		In Plan		
X	Understanding cleaning and disinfecting procedures, as well as the supplies used	In Plan		In Plan		
Recommendations for Implementation Phase						
Before Services						
X	Disinfect the worship area	In Plan	16	In Plan	26	BOT will develop workplan and checklists to be used by volunteer cleaning teams. Pre-service cleaning will be monitored by Lay Leader (or delegate).
X	Disinfect worship materials such as microphones and music stands					
X	Disinfect restrooms and other common areas					
X	Replenish restrooms and other common areas					
X	Replenish disinfecting and covering supplies					
During Services						
X	At entrances, prop doors open (weather permitting)	In Plan	N/A	In Plan	26-30	Fresh air will be supplied to sanctuary from Fellowship Hall using heating system duct work
X	Apply admission criteria and provide hand sanitizer	In Plan	17	In Plan	23	Greeters at each check-in will apply admission criteria
X	Seat individuals or family units from front to back if building entrance is located rear of the worship area	In Plan	16	In Plan	21-23	One-way foot traffic flow plan will be marked and enforced by usher
X	Modify "passing of the peace" or greeting time to avoid physical contact	In Plan	17	In Plan	25	Suspended during Phase A and Phase B
After Services						
X	Dismiss attendees from closest to furthest from the exit	N/A	N/A	In Plan	21-23	One-way foot traffic flow plan will be marked and enforced by usher
X	Disinfect your worship area, materials, rooms used and frequently touched items such as doors, light switches, chairs, et.	In Plan	16	In Plan	20, 26	Office areas and designated meeting rooms will be disinfected before and after use, using BOT developed checklist. Areas used for worship services will be disinfected before services or other activities.
X	Provide hand sanitizer and new PPE (masks and gloves) to those that have post-service responsibilities such as counting offerings, etc.	In Plan	N/A	In Plan	N/A	
Children's Activities						
N/A	Disinfect activity areas and equipment before, between, and after activities	N/A	8	N/A	8	Children's Activities have been suspended during Phases A and B
	Establish admission criteria and have parents drop children off outside the activity area					
	Plan for activities that maintain appropriate spacing					
Office Operations						
X	Create accountability for yourself and your co-workers regarding established protocols	N/A	N/A	Completed	N/A	Office is staffed by Pastor and one Administrative Staff that work in their respective areas. Each is responsible for cleaning their own area.
X	Maintain physical distance and wear face coverings to protect each other	N/A	N/A	Completed	20	Instituted in March
N/A	Consider having office spaces deep cleaned on a weekly basis	N/A	N/A	N/A	N/A	Will be deep cleaned prior to reopening. Pastor and Staff member will clean their respective areas before and after use. Common touch points will be sanitized at the beginning of each day.