

Worksheet for Protocol Planning and Reopening Teams

Check or N/A	Item Description	Phase A Plan Outdoor Services		Phase A Plan Outdoor Services		Comment or details
		Status	Pg #	Status	Pg #	
<b>What is your inventory of essential supplies</b>						
X	Cleaning Suppliers	In Plan & In Process	12-13	In Plan & In Process	12-13	Ample supplies of all listed supplies will be procured to support both Phase A and Phase B reopening and will be available prior Phase A reopening.
X	Masks (supplies available for those who arrive without them)					
X	Hand sanitizer (with at least 60% alcohol)					
X	Soap					
X	Toilet Paper					
X	Cleansing wipes					
X	Tissues					
X	No-touch trash cans					
<b>Identify clearly named and trained 'Cleaning Teams'</b>						
X	Develop your cleaning plan and place special emphasis on pews/chairs, doorknobs, railings, bathrooms, and other high touch areas	In Plan & In Process	13, 16	In Plan & In Process	13, 26	Detailed cleaning checklists will be developed by BOT for both Phase A (outdoor services) and Phase B (services, office, meetings)
X	Make arrangements for professional deep cleaning of carpeting and other flooring prior to reopening	In Plan & In Process	13, 16	In Plan & In Process	13, 26	Carpet/flooring in lower level Fellowship Hall & adjacent bathrooms will be performed before Phase A reopening and in upper level sanctuary, entrances, and bathroom before Phase B reopening. Professional contractor will perform these deep cleanings.
<b>Determine appropriate and clearly identified paths of entry and exit</b>						
X	Calculate how many people your worship space can hold if every other pew is utilized and congregants are sitting in family groups six feet apart from each other	Completed	14	Completed	19-20	Town of Woodbury North Green can accommodate 200 people with 50 sq-ft per person as recommended by Church mutual. Initially, cap of 100 people will be imposed. Sanctuary can hold 264 people without restrictions. Phase B plan is to use every third pew to provide 7.5 ft front-back social distance and 6-ft side-to-side social distance. Cap of 50 people will be imposed (17% of unrestricted capacity).
X	Create a plan for capping attendance when/if the sanctuary/worship space reach 50 percent capacity	Completed	7, 14	Completed	7, 24	Outdoor service will be capped at 100, which is greater than average attendance prior to COVID. Survey indicates that we can expect 42 people for Phase B indoor services. Will provide online video broadcast if anyone needs to be turned away at check-in. Pre-registration will provide heads up if likely to reach capacity. Lay Leader will be available at check-in to kindly turn people away and recommend they watch online video broadcast.
X	Establish a plan to handle any parishioner who wishes to participate in worship without a mask and those who refuse to wear a mask and people who don't cooperate with social distancing	Completed	17	Completed	17, 21, 31-32	Lay Leader will be at check-in to help usher/greeters with delicate situations involving refusal or lack of cooperation with guidelines and restrictions.
X	Make sure that ventilation system operate properly and increase circulation of outdoor air	N/A	N/A	In Plan & In Process	21-25	Phase A reopening does not require ventilation since church will not be used except for occasional use of bathrooms. Active ventilation approach developed for indoor services, which requires modifications to heating system, which will be accomplished before Phase B reopening.

Create/purchase signage that explains the following						
X	How to stop the spread of COVID-19	In Plan & In Process	13, 18	In Plan & In Process	13, 25	As discussed on pages 13 (Phase A) and 21 (Phase B), signage as been identified and will be made or purchased.
X	Everyday protective measures such as hand washing, covering cough and sneezing, properly wearing a face covering, and social distancing					
Determine how you would handle a variety of specific circumstances by tasking the following steps						
X	Develop a clearly communicated plan for building use agreements to reflect the results of the COVID-19 pandemic	N/A	N/A	N/A	N/A	All building use agreements are suspended. One wedding is planned for the fall.
X	Contact your local insurance carrier in order to gain guidance on how to remain in compliance with their expectations, cautions, and potential restrictions	Completed	71-73	Completed	71-73	Church Mutual Insurance has provided 3-page recommendations, which are contained in Appendix E. Compliance with recommendations is shown in the next section of this Appendix F.
X	Develop a plan for clearly communicating the restrictions/guidelines to all members of your congregation as well as to those who utilize the building	Completed	5-6	Completed	5-6, 31	Plan well underway
X	Develop a plan for how you will communicate with the members of the congregation if someone develops COVID-19	Completed	5-6, 10	Completed	5-6, 10	In the event of a member being diagnosed with COVID-19, the Lay Leader (or delegate) will determine, based on attendance records, the list of church family members to be notified. Either the Pastor or the Lay Leader will contact the Pomperaug Health District and affected church family members, using HIPAA compliant methods.
X	Consider conducting a survey of the congregation to determine the degree and under what circumstances the members would feel comfortable return to in-person worship	Completed	6-7	Completed	6-7	Survey was conducted and results used to finalize phased reopening plan.
X	Develop a plan for taking attendance of those present for the purpose of being able to track if someone were to become sick or exposed	Completed	17	In Plan & In Process	17, 25	Online pre-registration will generate attendance list for greeters to check off at check-in and augment for walk-ins that haven't preregistered. This approach may be augmented by assigned seating for indoor services as described on page 21.
X	Work with your leadership team to develop a plan for providing intentional spiritual and emotional care as well as counseling on a flexible, in-person rotation or virtual basis. This would also require that you create a credible listing of print and in-person referrals	Completed	N/A	Completed	N/A	WUMC-CT has been leveraging existing processes developed by the Family Nurture Ministry Team (FNMT) and a subgroup called Care Corp for staying in touch with extended church family members and attending to spiritual and emotional needs. This includes maintaining a list of concerns and prayer requests that is communicated to a virtual prayer group by e-mail and documented in the weekly Messenger newsletter, while respecting requests for confidentiality. Items are brought forward during joys and concerns (and prayer request cards) at in-person services, at virtual Fellowship Hour and Men's Ministry Zoom meetings; phone calls to the Pastor, Lay Leader, and FNMT members. Spiritual and emotional care needs are met by phone calls and visits, when possible by the Pastor and FNMT members.

X	Enhance your awareness of parishioners and others in your community in need of food, medicine, and mental health support as a result of the pandemic. Also be aware of the rise of domestic violence in all of our regions	Completed	N/A	Completed	N/A	The Pastor and Chair of the Mission and Outreach Ministry team remain in contact with the Community Services Council of Woodbury and social services resources in surrounding towns for two-way communication of and collaboration in meeting identified needs. WUMC-CT has created a COVID-19 Emergency Support Fund for extended church family, which has been communicated via special Life of the Church Letter, during joys and concerns portion of online services, and in the weekly Messenger. The Mission and Outreach Ministry has recently developed a one-page mission/vision statement for a new Helping Hands Service Corps to 1) provide a helping hand to those within the extended community having shorter-term well-defined critical needs and 2) act as a resource to supplement local community social services organizations.
<b>Determine a plan for collection of the offering, including such things as:</b>						
X	A stationary collection box	In Plan	17	In Plan	17, 30	
X	Mail-in offerings	Already in place	N/A	Already in place	N/A	Has been in place for years. Was well communicated at beginning of COVID-19 crisis and is currently well utilized by the church family.
X	Electronic giving					
<b>Develop a plan for counting the offering including such things as:</b>						
X	Gloves	In Plan	N/A	In Plan	N/A	Existing counting process will be modified to include written instructions requiring to two-person team to maintain 8-ft social distance, wear masks at all times, clean counting table/chairs before and after counting, wash or disinfect hands after completing the counting process, and avoid touching one's face until the process is done and hands are washed. At this time it is felt that it is better not to use gloves. The completed deposit envelope will be treated as contaminated and placed in a clean envelope for storage and transport to the bank. This will be done by washing/sanitizing hands prior to dropping the deposit envelope into the larger clean manilla envelope and then washing/disinfecting hands again. The clean envelope will then be taped shut and marked "For Deposit -- Exterior Envelope is Clean"
	Disinfectants					
	Deposit time frames with consideration of leaving the offering in a box for 2-3 days to reduce the risk of transmission					