

COVID-19 Faith-Based Organization Plan Checklist

THD review does not guarantee the effectiveness of your plan. This review is intended to assist you with determining whether your event planning encompasses current CDC recommendations. Failure to submit a plan or implement guidance may result in the denial or closure of your event.

Faith-Based Organization: _____

Reviewer: _____

Date of Review: _____

CONSIDERATIONS	ASSESSMENT		
	In-Place	Not-In-Place	N / A
Safety Actions			
Promote social distancing measures (6ft distance from others) during services among staff and congregants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highly encourage staff/congregants to maintain good hand hygiene, washing hands for at least 20 seconds. Use hand sanitizer (at least 60% alcohol) when hand washing is unavailable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider limiting physical contact (shaking hands, hugging, kissing.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take steps to limit the size of gatherings (funerals, weddings, education classes, youth events, etc.) Consider holding services/gatherings in large, well-ventilated areas or outdoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have families from same household sit together during services/events. Place an empty row of chairs between each row.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide physical guides, such as tape on floors or walkway to designate six feet apart. Create "one-way routes" in hallways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider conducting daily health checks (temperature screening and/or symptom checking) of staff and congregants, as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider temporarily limiting the sharing of frequently touched objects, such as worship aids, prayer rugs, prayer books, hymnals, religious texts and other bulletins, books or other passed shared items. Encourage congregants to bring their own items, photocopy or project prayers, songs, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Modify the use of communal religious cups/goblets. Use single-use cups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If food is offered, consider individually plated, boxes or meals. Avoid family-style and buffets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify methods for receiving financial contributions. Consider a stationary box, electronic method rather than shared collection baskets or trays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure each staff member/congregants belongings are separated from others in designated areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities and Supplies			
Obtain supplies: soap, hand sanitizer (at least 60% alcohol), paper towels, tissues, cleaning & disinfection supplies, cloth face coverings (as feasible), no-touch/foot pedal trash cans, no-touch soap/hand sanitizer items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor availability and use of gloves when food is prepared and served, and when handling and disposing of trash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a schedule for routine cleaning and disinfection in collaboration with maintenance staff, including the following areas: buses, high-touch surfaces, communal spaces (restrooms) and shared use items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan for staggered use and cleaning/disinfecting of communal spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure ventilation systems operate properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase circulation of outdoor air as much as possible (open windows and doors when it is safe to do so.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all water systems and features are safe to use after prolonged facility shutdown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult to maintain 6ft apart (reception desk.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disconnect water fountains. Have students bring their own personal water bottles. A water bottle dispenser is appropriate for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Education & Training			
Educate staff/congregants and about when they should stay home if they have been diagnosed w/ COVID-19 or have been exposed to someone with symptoms or a confirmed case.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate staff/congregants about when they can return.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate staff on current Sick Leave policies and encourage staff to stay home when sick without fear of job loss or retaliation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teach/reinforce the importance of handwashing with soap and water for at least 20 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teach/reinforce the importance of social distancing (6ft minimum) and cloth face coverings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train staff on all safety protocols (conduct training virtually to maintain social distancing.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gatherings, Visitors, and Events			
Identify opportunities to pursue virtual group meetings, gatherings, trips, assemblies, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and prioritize outdoor activities where social distancing can be maintained as much as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrict nonessential activities involving external groups or organizations- especially those who are not from the local geographic area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Communication & Messaging			
Post signage in highly visible locations to promote everyday protective measures. Locations include: entrances, dining areas, worship areas, restrooms, classrooms, administrative offices, gym, janitorial staff locations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop plans to include messages about behaviors that prevent spread. Utilize website, email, social media, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discuss important prevention tips during services. Include information in bulletins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing for Sick Staff Member or Congregant			
Identify an isolation room or area to separate anyone who has COVID-19 symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediately separate the staff/congregant with COVID-19 symptoms and wait 24-hrs before cleaning and disinfecting space.			
Establish procedures for safely transporting anyone who becomes sick to their home, if necessary. If calling an ambulance, alert them ahead that person may have COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan to support staff/congregants experiencing trauma or challenges related to COVID-19.			
Notify staff/congregants of closures and restrictions put in place due to COVID-19 exposure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise those who had close contact with a person diagnosed with COVID-19 to stay home and self-monitor until they have met CDC's criteria to discontinue home isolation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Feedback/Recommendations:

