

United Church of Christ COVID 19 Checklist

Preparation:

___ A person will be assigned to be responsible for responding to COVID- 19 concerns. Staff and congregants will know who this person is and how to contact this person if they become sick or are around others diagnosed with COVID- 19. This person should also be aware of state or local regulatory agency policies related to group gatherings and other applicable state and local public health guidance and directives.

This person is:

Contact information:

___ If someone becomes ill while attending a church service and a family member is not available to safely transport that person home or to a healthcare facility, a church volunteer will be asked to do so. The Pastor will evacuate all the remaining church members, pew by pew and then volunteers will proceed to clean and disinfect the church after they leave.

These volunteers are:

___ The Pastor or the President of the Council will distribute timely and accurate information to staff, congregants and others who use our church.

___ Promote the practice of these everyday preventative actions:

*Frequently wash hands with soap and water for at least 20 seconds and making sure to wash fingernail area, back and palm of hand and wrists. If soap and water are not readily available, use hand sanitizer with at least 60% alcohol.

*Maintain a 6 ft. distance from people not living with you.

*Wear a face mask or face shield whenever you are not at home whether you are indoors or outdoors. If there is a breeze; nasal and oral secretions will spread further.

*Clean and disinfect frequently touched objects and surfaces such as phones, door knobs/handles, steering wheels.

*Stay home if you or someone you live with is ill.

___ COVID- 19 prevention supplies will be available at the church for staff, visitors and congregants. These will include: hand sanitizer, garbage cans without lids, disposable gloves, and a few disposable masks for members who forget to bring them.

___ Sick leave policies and flexible attendance for staff and the Pastor are in place.

___ All COVID- 19 cases involving staff or the Pastor will be monitored and tracked by the Council President.

___ Two congregants attending the service will be asked to clean and disinfect the pews, bathrooms, door knobs/handles in the rooms that were used before, during, and after the service.

Action:

___ Stay informed about local COVID- 19 information and updates; check for updates from Brown County Public Health, the CDC, NHC and WHO.

___ Notify Brown County Health and alert staff and congregants who may have been exposed to COVID- 19. This is the responsibility of all congregants.

___ The Pastor will communicate with staff, congregants, and others using our church if we need to adjust operations.

___ Staff and congregants will be encouraged to talk with people they trust about their concerns and how they are feeling. Signs will be posted displaying the National Distress Hotline: 1-800-985-5990

___ If someone becomes ill while at our church, they will be either taken home or taken to a healthcare facility as soon as possible. The Health Department will be notified and the CDC guidance on cleaning and disinfecting the building will be followed.