



REOPENING THE CHURCH FOLLOWING STAY AT HOME ORDERS

PREPARE YOUR CHURCH

1. Deep clean your entire church. Where will germs be transferred? Consider shampooing carpets, sanitizing pews, bathrooms, doorknobs, light switches, and microphones.
2. Temporarily remove Bibles, hymnals, pens, information cards, etc., from the backs of chairs/pews.
3. Post signs about not shaking hands and doing non-contact greetings.
4. Consider placing some kind of blocks in your sanctuary or classrooms to ensure social distancing. Tape, remove chairs, use cones, etc. to indicate the distance needed.
5. Communicate that initial reopening is not for everyone, those who are over 65 and/or have underlying health issues should use discretion and remain home at this time.
6. Communicate with the church members how you have prepared for the reopening of the church. Be sure to use the words “clean, safe, and mindful of health needs and issues in preparation for a non-touch experience” or something similar. Also remind them that if they are sick, then they should not be present and can join online instead.

SERVICE TIMES AND LOCATION

1. Keep an online meeting option for those who are afraid or unable to attend your service in person. Many churches have seen a spike in engagement since their online presence has increased. Capitalize on it!
2. You can offer multiple services to encourage a greater chance of social distancing.
 - Have people sign up for a service.
 - Use Facebook events and have people mark which event they'll attend.
3. Remember that if you have multiple services, you will need to clean between each service. Some churches are moving to having multiple services during the week to allow for cleaning in between service times.
4. Determine how many volunteers you have available to assist. **Limit volunteers to those who do not have preexisting conditions and those who are under 65 years old.**

WORSHIP SERVICES

1. If your people are from the same household, they can sit together. Consider spacing out other groups.
2. Do not hand out bulletins, and instead project announcements on screens. Consider placing bulletins on the pews or chairs if projection is not possible. Ask the people to take everything in the pew home with them. (don't need papers, bulletins, tissues for someone else to throw away)
3. If you offer communion. Do not pass a plate or bowl. Avoid passing microphones to various users.

4. Continue offering online giving options. Have stations in the church where people can drop offerings instead of passing a plate.
5. Clean the worship area after every use.
6. Consider limiting singing. Singing requires forceful expulsion of air causing a greater chance of this respiratory virus spreading.
7. Consider dismissing people at the end of worship in an orderly way to ensure there is social distancing.

AMENITIES: COFFEE, BULLETINS, AND HAND SANITIZER

1. Restrooms: You must decide whether you will allow bathroom usage at this time. If you don't think you can allow it, then it **may not be time to return** to the building.
2. We recommend withholding coffee stations, donuts, or groups meals at this time.
3. If you choose to keep your restrooms open (the some state Governors recommend keeping them closed), be sure to post signs about washing hands in bathrooms with appropriate guidelines to doing so. Consider having a restroom monitor outside the restroom to restrict access and make your there are not too many people in the room at once.
4. Display hand sanitizer throughout the church. It may be difficult to obtain at this point, so consider if you should meet in person without this element.
5. Supply masks for those without one to increase comfort levels. Again, these may be difficult to obtain, but you could have people make masks as a service to the church.

STAFF: GREETERS AND VOLUNTEERS

1. Provide security and enlist ushers to be both inside and outside greeters. Train them on how to greet post-quarantine: NO hand shaking or hugs.
2. Ensure doors are propped open or have the greeters hold them open.
3. Greeters and Volunteers should be able to answer questions on procedures and policies upon the return to the building. Train them beforehand if possible.
4. Consider a temperature check on all staff and volunteers.

SUNDAY SCHOOL AND SMALL GROUPS

1. Consider whether you will have Sunday school at this time Make sure you're communicating if and when these classes will resume.
2. Consider dividing your groups to maintain the social distancing standards. You can also allow small groups to use the church on different days/nights if you choose to meet in person.
3. If you do have class, please know you should clean the doorknobs, water fountains, and other high traffic areas in between uses.

PRESCHOOL AND CHILDREN

1. The American Academy of Pediatrics recommends that children 2 years of age and under do not wear masks or face coverings. Please keep this in mind as you make decisions.
2. Here is a good rule of thumb: If you wear a mask, it's too soon to have your preschool and children areas open. Masks may scare the children.
3. Consider not opening preschool and children initially. Some churches are choosing to reopen the preschool and children areas when schools are open.
4. Pre-register children to limit how many are in any room at a time. Some churches are starting with a five child limit in each room at first.
5. Limit leaders in the preschool and children's areas to those who do not have pre-existing conditions. Also limit leaders to those under 65 years old.
6. Have extra volunteers to help in the preschool ministry where some children may suffer from separation anxiety after only being with parents for a long time.
7. Have a check list of what's been cleaned and when in each room.
8. Develop a list of procedures for your volunteers. Train them on this list prior to the first meeting.

CHOIRS, ORCHESTRAS, PRAISE TEAMS, BANDS, ETC.

1. Praise Teams: Do not use the full team. Consider rotations. Assign microphones and use the same one every time.
2. Choir: Consider suspending choir practices as forceful breathing and exhaling can expel the virus further if someone is infected.
3. Temporarily suspend using hymnals. Encourage your members to print/use their own music sheets or place the music in assigned seating prior to the service.
4. Orchestras: Keep parts to a minimum and ensure the orchestras are spaced appropriately. Encourage brass players to bring their own towel to catch spit so it doesn't land on the floor.
5. Consider not using choir robes as space for robe changing may be limited. Just as healthcare workers change or wash their coats after each use, so should the robes be dry cleaned and stored in the bags from the cleaners.
6. Wipe down music stands after each use.

TECH TEAMS

1. Clean microphones, headphones, computers, laptops, etc. after every use. Keep a record of when each item was cleaned. DO NOT use water. Rubbing alcohol or alcohol-based cleaners are best.
2. Keep using the online services. Facebook may be more accessible as many people have accounts, but consider other options like YouTube for those who'd like to watch on their smart TVs.