

# Worksheet for Stage 2

*Any congregation of the Diocese of Western Massachusetts that desires to move to Stage Two must consult with a clericus dean and complete the following checklist. The checklist must be signed by the clergy-in-charge (if there be one) and the warden(s). (A more detailed checklist which may be used for local conversations can be found in Appendix C.)*

## **Preparation**

- ☐ Consultation with each renter and outside user completed
- ☐ Cleaning/disinfecting supplies on hand
- ☐ Masks and hand sanitizer on hand and available
- ☐ Cleaning/disinfecting plan in place
- ☐ Compliance attestation poster on prominent display  
<https://www.mass.gov/doc/compliance-attestation-poster-english/download>
- ☐ Employer guidance poster reviewed and posted  
<https://www.mass.gov/doc/employer-reopening-poster-english/download>
- ☐ Church office workspace safety plan reviewed
- ☐ Consultation with each staff member about regathering/accommodations
- ☐ Worker poster distributed and discussed with each staff member  
<https://www.mass.gov/doc/worker-reopening-poster-english/download>
- ☐ Restroom use plan in place
- ☐ Signage/floor markings in place

### **Gathering**

- ☐ Hymnals, prayer books, Bibles removed from worship space
- ☐ Fonts and holy water stoups emptied
- ☐ Seating plan arranged and communicated
- ☐ Occupancy and distancing estimate determined (check occupancy permit)
- ☐ Attendee monitoring and management plan in place, e.g. online sign-up
- ☐ Training of staff, ushers complete
- ☐ Liturgy and music plan and restrictions reviewed
- ☐ No-touch offering basin locations
- ☐ Ongoing virtual worship and gathering opportunities discussed
- ☐ Understanding about limitations on ancillary gatherings, e.g. coffee hour

### **Serving**

- ☐ Pastoral care plan reviewed
- ☐ Community service plans reviewed and safe operation plan in place
- ☐ Local public health department contact information on file
- ☐ Plan to cooperate with local Board of Health with contact tracing in the event of COVID-19

## **Growing**

- ☐ Online giving platforms explored
- ☐ Small group gathering plan in place (under current size limitations)
- ☐ Understanding of childcare restrictions
- ☐ Online formation program explored