

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