This checklist is intended to help limited services employers without close customer contact implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Places of Worship. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of face coverings.

☐ Information on leave and workers' compensation benefits.

Individual Control Measures & Screening

☐ Symptom screenings and/or temperature checks.

☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

☐ Consider providing gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.

☐ Make available disposable gloves for services that require them.

☐ Face coverings are strongly recommended and should be provided when required by employer’s rules or guidelines.

☐ Staff, volunteers, etc. should not enter the home or visit someone who as tested positive for, exhibited symptoms of, or has been in contact with someone infected with COVID-19 for an appropriate waiting period as described by CDC guidelines.

☐ Post signage to remind the public to wear face coverings and practice physical distancing.
Use social media, website, texts, email, newsletters, etc., to communicate the steps being taken to protect congregants/visitors and staff so that they are familiar with the policies.

Congregants/visitors should be screened for temperature and/or symptoms upon arrival to places of worship and asked to use hand sanitizer and to wear face coverings.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Discourage sharing items used in worship and services (such as prayer books, cushions, prayer rugs, etc.) whenever possible and provide single-use or digital copies or ask congregants/visitors to bring personal items instead.
- Disinfect microphones and stands, music stands, instruments and other items on pulpits and podiums between each use.
- Install hand sanitizer dispensers, touchless whenever possible, at entrances and contact areas such as meeting rooms, lobbies, and elevator landings.
- Wash religious garments and linens after each service or event, at the highest water setting possible. Ask congregants/visitors to bring their own storage bags for personal garments and shoes. Staff, congregants, and visitors should wear gloves when handling others’ dirty linens, shoes, etc.
- Discontinue passing offering plates and similar items that move between people. Use alternative giving options such as secure drop boxes that do not require opening/closing and can be cleaned and disinfected. Consider implementing digital systems that allow congregants/visitors to make touch-free offerings.
- Mark walking paths between spaces designated for congregants/visitors to sit/kneel so that people do not walk where someone may touch their head to the floor.
- During meetings and services, introduce fresh outside air, for example by opening doors/windows (weather permitting) and operating ventilation systems.
- Regularly clean and sanitize shared equipment when transferred to a new congregant or employee.
- Provide time for workers to implement cleaning practices during their shift.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Post signs in workplace and common areas emphasizing basic infection prevention measures, including posting hand-washing signs in restrooms.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Discontinue use of shared food and beverage equipment in employee breakrooms.
- Consider upgrades to improve air filtration and ventilation.
Physical Distancing Guidelines

☐ Implement measures to ensure physical distancing by at least six feet between and among workers and customers, using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

☐ Places of worship should continue to provide services through alternative methods (such as via internet live and/or recorded streaming, telephone, drive-in, etc.) whenever possible.

☐ Consider holding in-person meetings and providing in-person services outside whenever possible.

☐ Shorten services to limit the length of time congregants/visitors spend at facilities whenever possible.

☐ Close places of worship for visitation outside of scheduled services, meetings, etc., whenever possible.

☐ Consider implementing a reservation system to limit the number of congregants/visitors attending facilities at a time.

☐ Encourage congregants/visitors to meet with the same group, particularly when services meet frequently and/or require a certain number of people to be present.

☐ Consider offering additional meeting times (per day or per week) so that fewer guests attend meetings and services at one time. Clean meeting areas between each use as described in this guidance.

☐ Discontinue large gatherings that encourage congregants/visitors to travel and break physical distances during activities, such as concerts, large holiday and life event celebrations and remembrances.

☐ Children should remain in the care of those in their household unit and not interact with children of other parties at any time while visiting facilities. Close play areas and discontinue activities and services for children where physical distancing of at least six feet cannot be maintained.

☐ Consider limiting touching for religious and/or cultural purposes, such as holding hands, to members of the same household.

☐ Dedicate staff to direct guests to meeting rooms upon entry to places of worship rather than congregating in lobbies or common areas.

☐ Close or restrict common areas, such as break rooms, kitchenettes, foyers, etc. where people are likely to congregate and interact.

☐ Turn off public drinking water fountains and place signs informing congregants/visitors they are inoperable.

☐ Remove from service or find low-community touch alternatives for communal/religious water containers such as fonts, sinks, and vessels.

☐ Reconfigure podiums and speaker areas, office spaces, meeting rooms, conference rooms, etc., to allow for at least six feet between people.

☐ Limit the number of individuals riding in an elevator and ensure the use of face coverings. Post signage regarding these policies.

☐ Discourage staff, congregants, visitors, etc., from engaging in handshakes, hugs, and similar greetings that break physical distance.
COVID-19 GENERAL CHECKLIST FOR PLACES OF WORSHIP

☐ Reconfigure parking lots to limit congregation points and ensure proper separation (e.g., closing every other space). If performing drive-in services, ensure vehicle windows and doors are closed if six feet of distance is not possible between vehicles.

☐ Continue to support non-in person attendance of services and other related activities by those who are vulnerable to COVID-19 including older adults and those with co-morbidities.

☐ Clearly mark areas where customers or employees queue to maintain physical distancing, or use alternative entry requirements.

☐ Implement strategies to have customers wait outside where possible, such as “no-contact” pick-up or delivery or curbside payment.

☐ Designate drop-off and pick-up locations away from high traffic areas.

☐ Clearly designate entrances and separate exits if possible.

☐ Prop doors open if they do not open and close automatically.

☐ Stagger shifts, split or rotate work schedules, and stagger employee breaks, in compliance with wage and hour regulations, to minimize employee overlap and maintain physical distancing protocols.

☐ Reconfigure reception and waiting areas, lobbies, workstations, and employee breakrooms, if possible, to allow for at least six feet of distance between customers and employees.

☐ Strongly consider discontinuing singing, group recitation, and other practices and performances where there is increased likelihood for transmission from contaminated exhaled droplets.

☐ Establish directional hallways and passageways for foot traffic, if possible, to eliminate customers and employees from passing by one another.

☐ Adjust any staff meetings to ensure physical distancing and use phone or webinars if possible.

☐ Limit the number of workers in enclosed areas.

☐ Close break rooms and provide alternative where physical distancing can be practiced, such as outdoor break areas.

☐ Discontinue offering self-service food and beverages. Do not hold potlucks or similar family-style eating and drinking events that increase the risk of cross contamination.

☐ Modify practices that are specific to particular faith traditions that might encourage the spread of COVID-19. Examples are discontinuing kissing of ritual objects, allowing rites to be performed by fewer people, avoiding the use of a common cup, offering communion in the hand instead of on the tongue, providing pre-packed communion items on chairs prior to service, etc., in accordance with CDC guidelines.