



The Episcopal Diocese of San Joaquin

The Central Third of California

Preparing for Indoor Worship

This form should be sent to Rev. Angela at dioadmin@diosanjoaquin.org

Please note: If mailed, this could delay your start date due to mail delivery and receiving times. Please email.

Congregation: _____ City: _____

Anticipated start date for in-person worship (the earliest acceptable date is **November 8, 2020**):

- _____ We have done a professional cleaning prior to re-entering the building
- _____ We have had our HVAC system inspected to ensure that filters and ducts are clean
- _____ We have removed all books, pew cards, writing utensils and other materials from the pews/chairs
- _____ We have designated a “cleaning team” and they have been trained to clean the worship space between and at the end of services.
- _____ We have met with user groups that share our campus to review protocols and guidelines regarding cleaning, social distancing and the use of masks
- _____ We have met with clergy and other altar party members to understand seating and movements at the altar to allow for social distancing
- _____ We have met with Vestry/BC/Chapter to review protocols and guidelines
- _____ We have met with ushers/greeters to review protocols and guidelines and empowered ushers/greeters to politely, but firmly enforce protocols
- _____ We have met with staff/volunteers to review protocols and guidelines
- _____ We have developed appropriate signage for entryways and high traffic areas explaining social distancing and the wearing of masks is required
- _____ We have developed appropriate signage for entryways and high traffic areas with local health department information
- _____ We have determined how restrooms will be used in terms of social distancing
- _____ We have masks and hand sanitizer available for parishioners and visitors to use
- _____ We have communicated through newsletters/phone calls/social media the requirement for wearing a mask and social distancing, as well as symptom self-checks and to remain at home if you are sick.
- _____ We have developed a plan for contact tracing (sign in sheet, greeter/usher using directory for “attendance”, pre-registration) so that should someone become ill, the Health Department can assist with notifying the congregation
- _____ We have markings in our worship spaces to indicate social distancing