

CHURCHES AND PLACES OF WORSHIP/ FUNERAL SERVICES, BURIALS, MEMORIALS PROTOCOL

Business Protocol	Restrictions	Best Practices/Suggested Guidelines	Staff Liaison
<p>Health Protocol for Attendees</p>	<ul style="list-style-type: none"> • Strongly encourage the at-risk population to watch or participate in the service remotely • Designate an area inside the facility reserved for the at-risk population, or offer a service for at-risk population attendees only • Ensure proper spacing between attendees by keeping at least two empty seats/or 6 feet separation between parties (unless in same family or unless non family members attending service together) in any row • Alternate rows between attendees 	<ul style="list-style-type: none"> • Perform a test service before you open your doors to the public. • Eliminate touchpoints – provide individually wrapped communion emblems-instead of passing the plate, provide drop-off locations for offerings, close down coffee stations, have members pick up bulletins instead of ushers handing them out, and sanitize restrooms before, during and after service 	
<p>Health Protocol for Employees/Volunteers</p>	<ul style="list-style-type: none"> • Train all employees and volunteers on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette • Screen employees and volunteers for any new or worsening signs or symptoms of possible COVID-19 before coming into the church, congregation, or place of worship • Do not allow employees or volunteers with the new or worsening signs or symptoms of COVID-19 return to work until all three of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed since symptoms first appeared 	<ul style="list-style-type: none"> • Incorporate an on-line registration process with a registration cap • Provide clear communication to members on what to expect during the service including touch-point remediation, kid’s ministry, social distancing, entering and exiting the building, who to provide PPE – church or bring your own, sanitization procedures, discourage physical contact like hugs and handshakes • Provide sanitization stations 	<p>Janet Tucker Neighborhood Services Manager 972.412.6123 jtucker@rowlett.com</p>

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- Do not allow an employee or volunteer with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (exception granted for healthcare workers and critical infrastructure workers)
- Have employees or volunteers wash or sanitize their hands upon entering
- Have employees or volunteers maintain at least 6 feet separation from other individuals. If such distancing is not feasible, then other measures including face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced
- Encourage employees, volunteers, and attendees to wear cloth (non medical) face coverings (over the nose and mouth)

Health Protocol

- Regularly and frequently clean and disinfect any regularly touched surfaces such as doorknobs, tables, chairs, and restrooms.
- Disinfect seats between services
- Disinfect any items that come into contact with attendees
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available
- Place readily visible signage to remind everyone of best hygiene practices
- If a church or place of worship provides meals for employees, volunteers, or attendees, they are recommended to have the meals individually packed for each employee, volunteer, or attendee

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- Maintain rigorous sanitation practices like disinfection, handwashing, and cleanliness when preparing or serving anything edible.

Please direct your queries to Janet Tucker at 972.412.6123 or jtucker@rowlett.com, Neighborhood Services Manager, Department of Community Development