

**CHECKLIST FOR
IN PERSON WORSHIP FOR
ST PAUL UNITED CHURCH OF CHRIST, LEBANON, IL
June 08, 2020**

	PERSON RESPONSIBLE	DONE
PREPARING THE FACILITY – Before & After Each Event	Must wear Mask and Gloves	
Clean and disinfect all HIGH-TOUCH/SHARED surfaces, such as doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings		
Deep clean all bathrooms		
Clean and disinfect pulpit, lectern and portable lectern		
Clean and disinfect piano(s) & organ		
Clean and disinfect Gathering Space kitchenette		
Clean and disinfect Children’s Nursery		
Clean and disinfect area around Technology Table (carefully!)		
Close Common Areas not in specific use		
Close rooms not in use		
Clean and disinfect all chairs & pews in space		
Communion Elements should be placed in pews prior to services when needed		
Offering plates should be placed at entrance to worship area		
Clean and disinfect all Communion cup holders when used		
PREPARING THE FACILITY – in General	Mask & Gloves not required IF appropriate spacing is maintained	
Designate separate entrance and exit with signage		
Put up posters educating worshippers about COVID-19 and distancing protocols		
Determine best place for worship, gathering, meeting		
Clearly indicate the route worshippers are to use from the entry to the worship space and indicate proper physical distancing with markers on the floor		
Remove all shared items such as brochures, hymnals and Bibles, and any soft surfaces such as Prayer Bears and children’s toys		
To indicate proper physical distancing, rearrange chairs or rope off every other pew		
Ensure that worship leaders will have appropriate physical distance from each other and will have their own microphones		
Designate how many people will be allowed in a restroom at one time; post a sign with floor indicators in the hall way to show physical distance for those who are waiting		

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PREPARING WORSHIPERS		
Communicate that staff, volunteers and worshipers who are ill or who may have been exposed to COVID-19 must stay home		
Communicate that those with underlying medical conditions and those over 65 years old are at a higher risk of experiencing worse symptoms than others if they contract the virus		
Communicate changes to the worship space and how people will enter and exit		
Communicate the need for worshipers to follow the directions of the Ushers who are in charge		
Communicate that worshipers are asked to keep physical distance at all times, practice good hand hygiene and sneeze or cough into their elbows.		
Communicate that all worshipers are REQUIRED to wear masks and USE HAND SANITIZER upon entering & exiting		
Communicate that children are to REMAIN with parents at all times		
Communicate changes to the worship service in advance: No Congregational singing, no physical contact upon greeting, no coffee hour fellowship before or after worship		
Communicate that Pastor will not be greeting people in customary line after worship, nor will be socializing in congregation prior to worship		
Communicate that children will remain in their seats for The Time for the Child in us all		
Communicate that only two doors will be unlocked and available for use during worship: The Ramp Door and the Front (West) Doors to the Narthex. No one is to use the Kitchen, South, Alley, Quilters or Office doors other than Staff.		
PREPARING FOR WORSHIP		
Make clear that the St. Paul UCC faith family will only meet the number of worshipers allowed by State guidelines.		
Communicate what days and times services will be held		
Set up WORSHIP SERVICE REGISTRATION for each service		
Communicate that St. Paul UCC will continue Live Streaming services for those who will not attend in person services		

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Communicate that worship is planned in accordance with Public Health guidelines and recommendations		
Communicate that paper bulletins will be at each seat and not handed out		
Communicate that no congregational singing is allowed at this time		
Communicate that all vocal musical selections will be pre-recorded and shared via the screens		
Communicate that handbells and other musical instruments may be used in worship with the understanding that all musicians will follow recommendations for safe personal distancing		
Communicate that children must remain with their parents and not wander the building unattended		
Communicate that Sharing Expressions of God’s Love will be done without physical contact		
Communicate that a plan is in place to celebrate the Sacraments safely		
Communicate that there is a plan in place for the worship area, hallways and restrooms will all be thoroughly cleaned and disinfected between services.		
Communicate that all Funerals and Weddings within the Sanctuary must follow the same guidelines as other services, except as pre-registration is required		
Communicate that guests and visitors are always welcome and that the Ushers will do their best to accommodate them, preserving the safety and care of all.		
Communicate that worshipers will be seated in a ‘first in, front row’ basis from the Narthex door. There will be no choosing of seats. No one comes in by way of the door next to the pulpit.		
Communicate that worshipers will be released by the Ushers to ensure an orderly and safe departure for everyone.		
USHER GUIDELINES FOR TRAINING AND WEEKLY SERVICE		
Ushers will be trained for their work. No volunteer Ushers.		
Ushers will arrive 30 minutes before worship service and report to the Library for specific assignment that day.		
Ushers will wear a mask and have their temperature taken before beginning their work.		

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Ushers will wear a special vest to help distinguish them from other people gathered that day.		
No one enters the St Paul facilities without a mask		
No one enters the St Paul facilities without having their temperature taken with Touchless Thermometer		
A COMPLETE LIST of all worshipers, staff and volunteers AND their temperature is to be kept of EVERY SERVICE in case someone later tests positive for COVID-19. This list will be kept for ONE MONTH, then deleted or destroyed		
Congregants will be reminded to clean their hands upon entry or exit		
All worshipers will be seated by the Ushers, starting from the front of the Nave to the back, alternating sides and skipping rows, thus avoiding unnecessary contact. This will be done from the Narthex door, with those waiting to be seated observing the 6 foot spacing markers between themselves and others.		
All worshipers will be released by the Ushers, from the back of the Nave to the front, thus also avoiding unnecessary contact.		
Ushers will be careful to observe 6 ' spacing among themselves and will be seated in the Narthex on white folding chairs.		
Ushers will not send anyone up to the balcony unaccompanied. Seating in balcony is very limited and only in specific areas away from the Technology Ministry area. If handbell choir is present, there will possibly be no seating available.		
If a visitor or guest arrives and is not registered, the Ushers will do their best to seat them in the Nave, perhaps asking others to make room, then wiping down those seats with disinfectant before seating the guests.		
After a service is completed, the Ushers will make sure the Touchless Thermometers are placed safely away, vests are taken home for laundering, and all doors are locked.		
There needs to be two Ushers, one male, one female, who will be responsible for 'spot sanitizing' high traffic areas in the building throughout the worship time with Clorox wipes or some other such product. Gloves must be worn for this duty, in addition to a mask.		

