

# COVID-19 General Checklist

## for Places of Worship and Providers of Religious Services and Cultural Ceremonies

July 1, 2020

This checklist is intended to help places of worship and providers of religious services and cultural ceremonies (referred to collectively as "places of worship") implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Places of Worship and Providers of Religious Services and Cultural Ceremonies](#). 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 Workplace 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.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker 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 and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).



### Topics for Worker 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 workers have symptoms of COVID-19 as described by the CDC, such as a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they live with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- 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 cloth face covers, including information in the [CDPH guidance](#).
- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



## Individual Control Measures & Screening

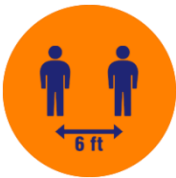
- Symptom screenings and/or temperature checks.
- Encourage workers and congregants/visitors who are sick or exhibiting symptoms of COVID-19 or have family members who are ill to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use all necessary PPE.
- Consider providing gloves as a supplement to frequent hand washing for tasks such as handling commonly touched items, conducting symptom screening. Provide gloves for handling items contaminated by body fluids.
- Post signage to remind congregants/visitors to use face coverings, practice physical distancing, frequently wash their hands with soap, use hand sanitizer, and not touch their face.
- Communicate frequently to congregants/visitors that they must use face covers and provide them to those who arrive without one.
- Screen congregants and visitors for symptoms upon arrival and ask them to use hand sanitizer.



## Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Disinfect microphones, music stands, instruments, and other items on pulpits and podiums between uses.
- Use disposable or washable seat covers and pillow covers and change/wash after each use.
- Make hand sanitizer and other sanitary supplies readily available at entrances and contact areas.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow the CDPH [asthma-safer cleaning methods](#).

- ❑ Remove items that are difficult to clean and sanitize from meeting areas.
- ❑ Encourage visitors to bring and use items such as personal prayer rugs, cushions, songbooks, etc. Discourage sharing of such items.
- ❑ If providing prayer books, etc., disinfect between uses. Provide enough time between services for workers to complete cleaning/disinfecting. Alternatively, provide disposable printed copies of items.
- ❑ Wash religious garments and linens after each service or event. Ask congregants/visitors to bring their own storage bags for personal garments and shoes.
- ❑ Workers and visitors wear gloves when handling others' dirty linens, shoes, etc.
- ❑ Do not pass around offering plates and similar items that move between people. Use alternate giving options such as secure drop boxes that do not require opening/closing and can be cleaned and disinfected. Consider digital systems that allow touch-free offerings.
- ❑ Mark walking paths so that people do not walk where a guest or visitor may touch their head to the floor while praying.
- ❑ Open windows if weather permits or run ventilation systems to introduce fresh outside air.
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Consider upgrades to improve air filtration and ventilation.



## Physical Distancing Guidelines

- ❑ Provide services through alternative methods such as internet streaming, telephone, drive-in, etc.
- ❑ Hold in-person meetings and services outside when possible.
- ❑ Implement measures to ensure physical distancing of at least six feet between workers, visitors, etc., including use of physical partitions or visual cues.
- ❑ Reconfigure seating and standing areas to allow for six-foot physical distance between congregants/visitors.
- ❑ Shorten services to limit the length of time congregants/visitors spend at facilities.
- ❑ Use a reservation system to limit the number of visitors at facilities at one time.
- ❑ Encourage congregants/visitors to meet with the same group each time.
- ❑ Add additional meeting times so fewer guests attend each one. Clean meeting areas between each use.
- ❑ Discontinue large gatherings that encourage visitors to travel and break physical distances during activities.
- ❑ Close play areas and discontinue activities for children where physical distancing of at least six feet cannot be maintained.
- ❑ Encourage congregants/visitors to physically distance themselves from others outside their household, avoid touching surfaces, and to leave the facility if they do not feel well.

- Consider limiting touching for religious and/or cultural purposes, such as holding hands, to members of the same household.
- Dedicate workers to direct guests to meeting rooms upon entry to places of worship rather than congregating in lobbies or common areas.
- Help visitors find places to sit or stand that are at least six feet away from others. Ask them to arrive and leave in a single group.
- Prop or hold doors open during peak periods when visitors are entering and exiting facilities, if possible.
- Close or restrict common areas, such as break rooms, kitchenettes, foyers, etc., where people are likely to congregate and interact, or install barriers if using these areas.
- Remove or find low-community-touch alternatives for communal/religious water containers. Empty and change water between uses. Use shields to cover the eye, nose, and mouth if splashing is possible. Disinfect the PPE properly between uses.
- When washing is a required activity, modify practices to limit splashing. Encourage washing to be performed at home prior to entering the facility.
- Reconfigure podiums and speaker areas, office spaces, meeting rooms, conference rooms, etc., to allow for at least six feet between people.
- Establish directional hallways and passageways for foot traffic, if possible, and designate separate routes for entry and exit into meeting rooms, offices, etc.
- Welcome and dismiss congregants/visitors in an orderly way to maintain physical distancing and minimize crossflow of traffic, to the extent possible.
- Limit the number of individuals riding in an elevator at a time. Post signage regarding these policies.
- Utilize work practices, when feasible and necessary, to limit the number of workers and visitors in office, meeting spaces, etc., at one time.
- Consider offering workers and volunteers who request modified duties options that minimize their contact with congregants/visitors and other workers.
- Stagger worker breaks, in compliance with wage and hour regulations.
- Discontinue nonessential travel and encourage distance meetings via phone and internet.
- Close self-service item selection such as pamphlet displays and bookshelves. Provide items to congregants/visitors individually as necessary or electronically.
- Consider limiting the number of people that use the restroom at one time to allow for physical distancing.
- Discourage workers, congregants, visitors, etc., from engaging in handshakes, hugs, and similar greetings that break physical distance. Take reasonable measures to remind people to wave or use other greetings.
- Reconfigure parking lots to limit congregation points and ensure proper separation. If performing drive-in services, ensure vehicle windows and doors are closed if six feet of distance is not possible between vehicles.

## Considerations for Places of Worship

- Discontinue offering self-service food and beverages to visitors. Do not hold potlucks or similar family-style eating and drinking events that increase the risk of cross contamination. If food and beverages must be served, provide items in single-serve, disposable containers whenever possible. Workers or volunteers serving food should wash hands frequently and wear disposable gloves.
- Discontinue singing, group recitation, and other practices and performances, or ensure physical distancing greater than six feet.
- Modify practices that are specific to particular faith traditions that might encourage the spread of COVID-19.

# Considerations for Funerals

- Limit visitor capacity and stagger visitation times at funerals, wakes, etc.
- Remind visitors to maintain physical distance.
- Modify religious or cultural practices when washing or shrouding bodies of those who have died from COVID-19, in accordance with guidance from the [CDPH](#) and [CDC](#). If there will be splashing of fluids, use PPE for eyes, nose, and mouth.
- Consult and comply with local guidance regarding limits on gathering sizes, travel, holding funerals for those who died from COVID-19, etc.

