



Community Health Network

COVID-19 TOOLKIT FOR FAITH COMMUNITIES *GUIDANCE FOR PLACES OF WORSHIP*

Recommended Minimum Health Protocols for Places of Worship

This toolkit was developed by Community Health Network's Faith Health Initiative (FHI) and is in compliance with the recommended minimum health protocols for places of worship as outlined by Governor Holcomb's roadmap to safely open Indiana. Places of worship may adopt additional protocols that are consistent with their specific needs and circumstances to help protect health and safety. The virus is still impacting our communities, and we should continue to observe practices that protect all Hoosiers, including those who are at-risk and most vulnerable. FHI provides faith organizations the education, resources, and materials they need to promote whole-person health within their congregations. For more information on FHI, contact Lisa Fleetwood at lfleetwood@ecomunity.com.

To order the free posters and caution tape outlined in this toolkit, complete the order form sent as an email attachment. To request an order form, email Lisa Fleetwood at lfleetwood@ecomunity.com. Submit completed forms to lfleetwood@ecomunity.com. Drop off is available.

Get FREE masks, face shields and hand sanitizers by visiting [Back on Track Indiana](#).

The Faith Health Initiative is a member of the Indiana Faith Health Collaborative.



<h2>INDIANA GUIDELINES</h2> 	<h2>LINKS</h2> 	<h2>PRINT MATERIALS</h2> <p>(FREE, use order form)</p> 	<h2>SUPPLIES</h2> <p>(FREE, use order form)</p> 
<p>Back on Track IN Guidelines Document</p> <p>What you can do: Read through the IN Back on Track Guidelines. Subscribe to the ISDH email updates on COVID-19 to ensure you are up to date on the latest information.</p>	<p>Visit the Back on Track webpage to review Indiana’s roadmap for safely re-opening.</p> <p>Guidelines for faith-communities</p> <p>These guidelines are supplemented below with additional resources.</p> <p>Register for email updates from ISDH.</p>		

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<p>GUIDELINE 1 Ask all individuals who are 65 and above or who have an underlying at-risk health condition to stay home and watch services online</p> <p>What you can do: Distribute educational material to increase awareness of who is at greatest risk. Continue to offer online and remote worship options. See Virtual Programming Resources below.</p>	<p>Who's high risk for COVID-19? <u>Multi-language, ASL, and video resources</u></p>	<p>High Risk of Severe Illness from COVID-19 Poster (CDC) 11x17 <u>English</u></p>	
<p>GUIDELINE 2 Ensure 6 feet between individuals or family units of the same households during services.</p> <p>Space and mark seating, alternating rows when possible.</p> <p>What you can do: Educate congregation on expectations BEFORE re-opening. Use caution tape or other barrier to establish seating that</p>			<p>Yellow caution tape <i>Highly visible caution tape helps identify and section off areas in the faith community for social distancing. Caution tape may be used for various purposes, such as indicating restricted areas, designating walkways and open/closed</i></p>

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<p>adheres to distancing guidelines.</p>			<p><i>seating, and deterring entry in specific zones.</i></p>
<p>GUIDELINE 3</p> <p>Clean between each service and disinfect high-contact surfaces regularly.</p> <p>What you can do: Develop a cleaning policy that includes a checklist of high-touch surfaces. Identify a team of individuals responsible for cleaning your facility both during and after service. Provide the team training and oversight to ensure cleaning is completed. Determine if additional cleaning protocols are required for nursery and children’s areas.</p>	<p><u>Cleaning and Disinfecting your Facility</u> CDC Guidelines</p> <p><u>Check to see if your disinfectant kills COVID-19</u> Search using the “product name” field.</p>	<p>Cleaning and Disinfecting your Facility CDC Guidelines Printed</p>	

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<p>Establish an inventory of cleaning supplies to avoid delays in shipping/stock. Ensure your congregation's cleaning products kill COVID-19 using the EPA link provided.</p>			
<p>GUIDELINE 4 AND 5</p> <p>Place hand sanitizers in high-contact locations (e.g. bathroom, entry, exit) and ask staff, members, and guests to sanitize their hands before entering the building</p> <p>Place readily visible signage to remind everyone of best hygiene practices</p> <p>What you can do: Purchase hand sanitizer products that are at least 60% alcohol (or get them free through the PPE Marketplace). Place hand sanitizers at high-traffic areas; inside doorways,</p>	<p><u>How to use hand sanitizer (CDC)</u></p> <p><u>FREE PPE</u> for non-profits and small business. Get free hand sanitizer, face masks and face shields.</p>	<p>Stop the Spread of Germs Poster (CDC) 11x17 <u>English</u> and <u>Spanish</u></p> <p>Wash your Hands Bathroom Posters (CDC) 11x17 <u>English</u> and <u>Spanish</u> *Other languages available upon request.</p> <p>Keep Calm and Wash your Hands (CDC) 11x17 <u>English</u> and <u>Spanish</u></p>	

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<p>outside bathrooms and kitchens, near communion and offering tables. Educate congregants on proper use of hand sanitizer using CDC link. Display clearly visible posters educating on proper hand washing and hand sanitizer use.</p>			
<p>GUIDELINE 6 Recommend putting on a face covering before entering the building. What you can do: Purchase disposable masks (or get them free using the PPE Marketplace) or enlist members to make reusable, washable masks for high-risk individuals. Educate congregants on DIY mask making using provided link.</p>	<p><u>DIY Face Covering Instructions and Use (CDC)</u> <u>U.S. Surgeon General video on making homemade masks</u> <u>FREE PPE</u> for non-profits and small business. Get free hand sanitizer, face masks and face shields.</p>	<p>DIY Face Covering Instructions and Use Printed Copy (CDC) <u>How to wear and safely take off a face covering (CDC) 11x17</u></p>	

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<p>GUIDELINE 7</p> <p>Consider placing signage telling staff, members, and guests to not enter if they are symptomatic</p> <p>What you can do: Hang posters at entry points encouraging guests to not enter facility if they are experiencing symptoms of COVID-19. Encourage visitors to use the Self-Assessment Tool if they suspect they might have COVID-19.</p>	<p><u>COVID-19 Self-Assessment Tool</u> Mayo Clinic</p>	<p>Entry Warning Signs</p>	
<p>GUIDELINE 8</p> <p>Implement non-contact greetings</p> <p>What you can do: Prior to re-opening educate congregants and greeters on no-contact greetings. Include suggestions on alternatives included in the alternative video.</p>	<p><u>Suggestions for Greeting Alternatives Video</u></p>		

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<p>GUIDELINE 9</p> <p>Avoid handing out materials.</p> <p>Avoid the person to person distribution of printed materials.</p> <p>What you can do: Eliminate paper bulletins and handouts. If possible, email or post updates to social media sites instead. If the distribution of paper copies is required, ensure that distribution is not done by hand. Instead, provide copies throughout your facility to avoid creating a gathering area in one location.</p>			
<p>GUIDELINE 10</p> <p>Keep cafés, coffee, and other self-service stations closed.</p> <p>What to do: Communicate changes to congregants prior to re-opening. Display signage to indicate closures. Use caution tape or other barrier to prevent gathering. Discourage</p>		<p>Café, Coffee Shop or Self-Service Closure Signs</p>	

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<p>congregants from bringing food or drink inside your facility.</p>			
<p>GUIDELINE 11 Establish safe protocols for any communion and collection to avoid contact</p> <p>What you can do: If possible, follow COVID-19 communion guidelines established by your denomination. Purchase single serve, pre-packaged communion cups. Distribute communion in a way that minimizes contact. To avoid gatherings, provide trash receptacles at several locations for the disposal of cups. Continue to offer the option of online</p>	<p><u>Instructions for Online Communion</u></p> <p>Consider user of pre-packaged communion cups. Top Vendors include: <u>Concordia Supply</u> <u>KJV Store</u> <u>Celebrate Communion</u> <u>Miracle Meal</u> <u>Broadman Church Supplies (Amazon)</u></p> <p><u>Top Online Giving Platform Reviews</u></p>		

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communion for high-risk members.			
GUIDELINE 12 Dismiss services in a way that supports social distancing What you can do: Educate congregants on new dismissal procedure prior to re-opening and remind them again during service. Consider dismissing by row. Encourage congregants to immediately exit following service.			

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<p>ADDITIONAL RESOURCES</p> 	<p>LINKS</p> 	<p>PRINT MATERIALS* (FREE, Use order form)</p> 	<p>SUPPLIES* (FREE, Use order form)</p> 
<p>Social Media Messaging</p> <p>What you can do: Continue educating your congregation and community on COVID-19 and resources available using social media messaging.</p>	<p><u>UNIDOS US English and Spanish</u></p> <p><u>CDC Social Media Toolkit</u></p> <p><u>CDC Spanish Social Media Toolkit</u></p>		
<p>General COVID-19 Information</p>	<p><u>Calvin Institute</u></p> <p><u>Harvard Resources</u></p> <p><u>Denominational Resources</u></p> <p><u>Considerations before reopening article</u></p>		

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<p>COVID-19 Facts</p> <p>What you can do: Educate your members/community on COVID-19 using e-communications.</p>	<p>COVID-19 Symptoms (CDC) handouts English Spanish</p> <p>What you should know about COVID-19 to protect yourself and others (CDC) handouts English Spanish Chinese</p>	<p>COVID-19 Symptoms Posters (CDC) 11x17 English and Spanish</p>	
<p>Cough Etiquette</p> <p>What you can do: Take this opportunity to educate others on the basics of disease prevention including cough etiquette. Use the CDC's resources to launch a "Cover your Cough" campaign.</p>	<p>Cover your Cough Educational Program CDC Cover your Cough CDC FAQ</p>		
<p>Virtual Programming Resources</p> <p>What you can do: Now is the time to further develop your</p>	<p>Download free ministry resources from Open for your faith community.</p>		

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<p>digital presence. Explore online resources to enhance your online programming.</p>	<p>Video tutorials on how to use Zoom Top Online Giving Platform Reviews</p>		
<p>Singing</p>	<p>Singing, the Church, and COVID-19: A Caution for Moving Forward in Our Current Pandemic Article by Dr. Heather Nelson</p>		
<p>Faith Community Nursing</p> <p>What to do: Now more than ever, it's important to establish a health ministry within your congregation. Consider recruiting an RN within your congregation to attend a Community Health Network's FCN Foundations course.</p>	<p>Learn more about Faith Community Nursing (Parish Nursing)</p> <p>Email Lisa Fleetwood to learn more about Community Health Network's FCN Foundations course and FHI's specialized support of nurse-led health ministries.</p>		

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Before you re-open, are you ready?

Do you have all the supplies you need?

- ✓ Pre-packaged **communion cups**
- ✓ Alcohol-based **hand sanitizer**
- ✓ **Cleaning Products** that are verified to kill COVID-19
- ✓ A supply of **masks**, either purchased or handmade to make available to front-line staff/volunteers or guests who forgot, or were unable to obtain them
- ✓ **Gloves** for front-line staff/volunteers
- ✓ Extra **trash receptacles**
- ✓ **Posters** and signage

Is your building ready?

- ✓ **Seating arrangements** have been established using barrier tape to encourage social distancing when possible
- ✓ **Entry signs** are displayed to discourage those experiencing COVID-19 symptoms from entering
- ✓ **Hand sanitizer stations** set-up throughout building at high-traffic areas
- ✓ Hand sanitizer and hand washing **educational posters** displayed in appropriate areas
- ✓ **Trash receptacles** in convenient locations throughout building
- ✓ **Cafés, coffee shops and other meeting areas** are **closed** with signage and barriers to prevent gathering

Have you established new procedures and policies?

- ✓ Written a detailed building **cleaning policy**; what gets clean, when and with what
- ✓ Developed a new method to deliver **communion** that minimizes contact
- ✓ Determined a method for **greetings and dismissals**

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Have you provided training?

- ✓ Educated Custodial team on enhanced building cleaning policy
- ✓ Educated volunteer teams as appropriate on new procedures
 - Communion
 - Office Staff
 - Ushers/Greeters
 - Children's Education teams
 - Other _____

Have you communicated with members on what to expect: *early and often*?

- ✓ High-risk individuals should continue to stay home
- ✓ Virtual worship options available
- ✓ New non-contact greetings
- ✓ Wear masks if possible
- ✓ Avoid touching surfaces
- ✓ Don't bring food or beverages if possible
- ✓ New seating arrangements to enhance social distance; you may sit fit your family
- ✓ Dismissal procedures; row by row, exit to car immediately if possible
- ✓ Changes in communion
- ✓ Transition of paper bulletins to e-communications when possible

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