

NHCO REOPENING CHECKLIST FOR Campuses (May 2020)

*This checklist is a guide and intended to highlight key topics to consider as we seek to re-open our churches for in-person services. Your individual facts and circumstances will be unique, and we encourage you to adapt this guidance to your specific situation. **Note that gatherings present a risk for increasing the spread of COVID-19 during this public health emergency. Our procedures should allow for the preparation to reconvene for in-person gatherings while to still working to prevent the spread of COVID-19.** Items highlighted in **red** are state and local requirements.*

PRIORITIZE PLANNING

- Provide protections for staff and congregants at higher risk for severe illness from COVID-19. Offer options for staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk. Offer options for congregants at higher risk of severe illness that limit their exposure risk (e.g., remote participation in services).
- Consistent with applicable federal, state, and local laws and regulations, put in place policies that protect the privacy and confidentiality of people at higher risk for severe illness regarding underlying medical conditions.
- Continue to provide congregants with spiritual and emotional care and counseling on a flexible or virtual basis or refer them to other sources for counseling and support if necessary.
- Encourage any organizations that share or use the facilities to also follow these considerations if feasible.

PROMOTE HEALTHY HYGIENE PRACTICES

- Encourage staff and congregants to maintain good hand hygiene, washing hands with soap and water for at least 20 seconds.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for those who can safely use hand sanitizer), tissues, and no-touch trash cans.
- Encourage staff and congregants to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed.
- Whenever soap and water are not readily available, hand sanitizer with at least 60% alcohol can be used.

REQUIRE THE USE OF CLOTH FACE COVERINGS

- Use of cloth face coverings among staff and congregants must be required for in-person services. Face coverings are most essential especially when social distancing is difficult.

- Cloth face coverings should not be placed on children younger than 2 years old, anyone who has trouble breathing or is unconscious, and anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

INTENSIFY CLEANING, DISINFECTING AND VENTILATION

- Clean and disinfect frequently touched surfaces at least daily and shared objects in between uses.
- Develop a schedule of increased, routine cleaning and disinfection.
- Avoid use of items that are not easily cleaned, sanitized, or disinfected.
- Ensure safe and correct application of disinfectants and keep them away from children. Use products that meet EPA disinfection criteria.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, etc. Do not open windows and doors if they pose a safety risk to children or adults using the facility.
- If your church offers multiple services, consider scheduling services far enough apart to allow time for cleaning and disinfecting high-touch surfaces between services.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

IMPLEMENT SOCIAL DISTANCING PROTOCOLS

- Take steps to limit the size of gatherings in accordance with the guidance and directives of state and local authorities. **[NOTE: Minimum of 6ft separation required between persons except members of the same household.]**
- Promote social distancing at services and other gatherings, ensuring that officers, staff, volunteers and attendees at the services follow social distancing throughout services, to lessen their risk. This may include eliminating lines or queues, if a 6-foot distance between attendees is hard to ensure.
- Consider holding services and gatherings in a large, well-ventilated area or outdoors, as circumstances allow.
- Consider appropriate mitigation measures, including taking steps to limit the size of gatherings and maintaining social distancing, at other gatherings such as funerals, weddings, religious education classes, youth events, support groups and any other programming, according to guidance and directives of state and local authorities.
- Provide physical guides, such as tape on floors or walkways and signs on walls, to ensure that staff and congregants remain at least 6 feet apart in lines and at other times as needed (e.g. guides for creating "one-way routes" in hallways).
- Add additional services to weekly schedules to maintain social distancing at each service if appropriate and feasible. Consider continuing video streaming or drive-in options for services and

other gatherings and meetings. [NOTE: MAUI COUNTY – Only drive in services are allowed until further notice. (as of 05/22/2020)]

- Consider suspending or at least decreasing use of a choir/musical ensembles and congregant singing, chanting, or reciting during services or other programming, as appropriate. The act of singing may contribute to transmission of COVID-19, possibly through emission of aerosols.

MINIMIZE COMMUNITY SHARING OF MATERIALS

- Consider temporarily limiting the sharing of frequently touched objects that cannot be easily cleaned between persons, such as worship aids, prayer books, hymnals, religious texts and other bulletins, books, or other items received, passed or shared among congregants as part of services. Seek ways to uphold customs central to the practicing of one's faith that limit shared exposure to congregants. Consider photocopying or electronically sharing prayers, songs, and texts via e-mail or other digital technologies.
- Modify the methods used to receive financial contributions. Consider a stationary collection box or electronic methods of collecting regular financial contributions instead of via shared collection trays or baskets.
- Limit physical contact (e.g., shaking hands, hugging, or kissing) among members of the faith community.
- If food is offered at any event, consider pre-packaged options, and avoid buffet or family-style meals if possible.

POST SIGNS

- Post signs on how to stop the spread of COVID-19 and promote everyday protective measures, such as washing hands, covering coughs and sneezes, and properly wearing a face covering.
- Post signs in highly visible locations (e.g., entrances, restrooms, gathering halls/community rooms/ gyms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and congregants (such as in emails and on community websites and social media accounts).

TRAIN STAFF, MINISTRY LEADERS AND VOLUNTEERS

- COVID-19 symptoms, spread, and precautions.
- Social distancing guidelines and expectations including conflict resolution or de-escalation techniques.
- How to monitor personal health and body temperature at home.
- How to properly wear, remove, and dispose of face masks and PPE.
- Guidance on how to launder cloth face masks.
- Cleaning protocols, including how to safely and effectively use cleaning supplies.

ACT WITH SAFETY AS A PRIORITY

- Check for signs and symptoms.
 - Encourage staff or congregants who are sick or who have had close contact with a person with COVID-19 to stay home. Share CDC's criteria for staying home with staff and congregants so that they know how to care for themselves and others. Consider posting signs at entrances with this information.
- Plan for when a staff member or congregant becomes sick.
 - Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation until they can be safely transported to their home or a healthcare facility. Ensure that children are not left without adult supervision.
 - Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff and congregants about potential exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) or other applicable laws and in accordance with religious practices.
 - Advise those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
 - Close off areas used by the sick person and do not use the area until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
 - Advise staff and congregants with symptoms of COVID-19 or who have tested positive for COVID-19 not to return to the facility until they have met CDC's criteria to discontinue home isolation.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, it is strongly suggested to dismiss attendees, then properly clean and disinfect the area and the building where the individual was present before resuming activities. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

MAINTAIN HEALTHY OPERATIONS

- Implement flexible sick leave and related flexible policies and practices for staff (e.g., allow work from home, if feasible), and provide requested reasonable accommodation absent undue hardship to individuals with disabilities under the Americans with Disabilities Act (ADA) or other applicable laws and in accordance with religious practices.
- Monitor absenteeism and create a roster of trained back-up staff.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Staff, volunteers, and congregants should know who this person is and how to contact them if they become sick or are around others diagnosed with COVID-19. This person should also be aware of state or local regulatory agency policies related to group gatherings and other applicable state and local public health guidance and directives.
- As volunteers often perform important duties (e.g., greeters, ushers, childcare), consider similar monitoring, planning, and training for them. Consider that volunteer and staffing may need to

increase to implement cleaning and safety protocols and to accommodate additional services with reduced attendance.

- Communicate clearly with staff and congregants about actions being taken to protect their health.
- Encourage any organizations that share or use the facilities to also follow these considerations. If your community provides social services in the facility as part of its mission, consult CDC's information for helpful information.

NOTE SPECIAL RULES FOR MINISTRY PROGRAMS

- If a nursery or childcare will be provided during services and events, refer to CDC's information on preventing the spread of COVID-19 in childcare settings and adapt as needed for your setting.
- Consider virtual activities and events in lieu of in-person youth group meetings and religious education classes, as feasible. If in-person events will occur, follow considerations for other types of gatherings and use several strategies to encourage behaviors that reduce the spread of COVID-19.
- If holding summer day camps, refer to CDC's information on youth and summer camps and adapt as needed.

RESOURCES

(click on links below for additional information)

<u>Resource</u>	<u>Website</u>
CDC Interim Guidance for Communities of Faith	https://www.cdc.gov/coronavirus/2019-ncov/php/faith-based.html
CDC Interim Guidance for Administrators and Leaders of Community – and Faith – Based Organizations to Plan, Prepare, and Respond to Coronavirus Disease 2019	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html
CDC Checklists to Get Your Organization Ready	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/checklist.html
HHS Recommended Preventive Practices and FAQs for Faith-Based and Community Leaders	https://www.hhs.gov/sites/default/files/3-17-20-faith-and-community-based-covid-19-faq.pdf
CDC Guidance on Cleaning and Disinfecting	https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html
CDC Cleaning & Disinfecting Decision Tool	https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf
CDC Guidance on Use of Cloth Face Masks	https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
CDC Guidance on Proper Sequencing of PPE	https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html

CDC Symptoms Self-Check and Guidance	https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
CDC Print Resources (Signage)	https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc
CDC Guidance for Childcare Settings	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html
CDC Guidance for Youth and Summer Camps	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html
Hawaii Dept of Health	https://hawaiiicovid19.com/
Hawaii Dept of Health Print Resources (Signage) (Includes Multilingual Posters)	https://hawaiiicovid19.com/resources/
Governor David Ige – Emergency Proclamations	https://governor.hawaii.gov/emergency-proclamations/
City and County of Honolulu – COVID Resource	https://www.oneoahu.org/
Hawaii County – COVID Resource	https://coronavirus-response-county-of-hawaii-hawaiicountygis.hub.arcgis.com/
Maui County – COVID Resource	https://www.mauicounty.gov/2370/COVID-19-Coronavirus-Information
Kauai County – COVID Resource	https://www.kauai.gov/COVID-19

Reference also, Reopening of Designated Businesses in Hawaii (Summary of all Statutory Requirements)