

4/20/20

Church Name

COVID-19 Post Shutdown:

Topics to Consider Requiring Communication

Categorized by U.S. Government Re-Opening Phases

Link to the US gov't site on 3 phases of reopening the US		https://www.whitehouse.gov/openingamerica/				
US Gov't 3-Phase Summary*	Vulnerable Populations Shelter-in-Place	max # of people for gatherings to keep social dist.	Maintain social distancing	Non-essential Travel OK	Schools Open	Large Venues w/moderate social distancing OK (e.g. churches incl. here)
Phase 1	Yes	10	Yes	Minimal (CDC guidelines)	No	Yes w/strict social distancing protocols
Phase 2	Yes	50	Yes	Resume	Yes	Yes w/moderate social distancing
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Topic Area	Subtopic to Consider	Now	P1	P2	P3
Staff	Repurposing Staff to fulfill current needs	X	X	X	X
Communications Strategy	What are the highest priority communication items to address?	X	X	X	X
Communications Strategy	Use data we have to assess most effective communication methods, including postage mailings (overall, by group type (like Sunday School classes), demographic)	X	X	X	X
Communications Strategy	What are other churches planning--how can we join with our sister churches to work together on best practices for this new normal?	X	X	X	
Communications Strategy	How do we best reach, communicate to targeted audiences for audience-specific messaging (seniors, parents, teens, singles, Sunday school classes, COVID-19 vulnerable populations, etc.)	X	X	X	X
Communications Strategy	Who will develop a timeline for making decisions on these things and create the communication plan and timeline?	X			
Services	Manage church entrance/exit, sanctuary seating, Sunday School classes, church bathrooms use		X	X	X
Services	Entry - "x's" on sidewalk at entrance to indicate social distance if there are lines for entry		X	X	
Services	Welcome/Greeters at entrances - if they are taking temps, what is their risk? What are we using to take temps?		X	X	
Services	Encourage early arrival since it will take more time to enter if temps are taken, masks, given, and social distancing.		X	X	
Services	No children's church		X	X	
Services	Communion during the service		X	X	X
Services	Conduct prayer in the prayer room during service		X	X	
Services	Pass the peace		X	X	X
Services	Pass the offering w/out everyone touching the offering plate		X	X	X
Services	Protocols in nursing mothers' room		X	X	X
Services	Social distancing of worship team and others leading worship		X	X	X

Prepared by Andi Creek, COVID Communications Task Force, Christ Community Church, Franklin, TN - Shared with Permission

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Services	Change in arrangement of furniture in open areas to support social distancing		X	X	X
Services	Conduct funeral services, weddings, baptisms		X	X	
Services	Will we need signs that say keep all doors open during services so when people come and go they aren't touching door handles?		X	X	X
Services	How to take attendance? (Can't pass roster and pen)		X	X	X
Services	If services continue virtually for extended time, how can we continue to improve them, reach more people, connect with visitors to invite them back?	X	X		
Church Programs/ Gatherings/Adult Classes	Will we do any of our study programs virtually? Such as men's study, women's study, etc.?		X	X	
Church Programs/ Gatherings/Adult Classes	Online membership classes?		X	X	
Church Programs/ Gatherings/Adult Classes	Can we video services live on Sunday so those who are in COVID-19 vulnerable populations can still attend?		X	X	X
Church Programs/ Gatherings/Adult Classes	Will we do a social-media (Facebook live?) or social-distance ground breaking for Harpeth House?		X	X	
Church Programs/ Gatherings/Adult Classes	How might communications for the Christmas Celebrations be different?		X	X	X
Church Programs/ Gatherings/Adult Classes	Will we postpone fall festival to the Spring? If so, how to communicate?		X	X	
Church Programs/ Gatherings/Adult Classes	How will senior adults ministry events occur differently to keep our seniors engaged and prevent isolation?		X	X	X
Church Programs/ Gatherings/Adult Classes	What other events do we have in the fall that we need to rethink from a social distancing perspective?		X	X	

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Church Programs/ Gatherings/Adult Classes	Do we know of any members who do not have access to a computer who will be prevented from participating online that we could communicate to ask if they would like assistance?	X	X	X	
Childcare Communication (parents, kids, teachers, storytellers, music leader, etc.)	Child care/ Sunday school classes for kids other than junior high and high school ---suspended for a period of time? a. Harder to get kids to social distance at younger ages b. All kids touching same puzzles, crayons, el pueblo, play equipment c. Members may not feel comfortable serving as teachers in classrooms for small kids where social distancing is challenging or if they are in a COVID-19-vulnerable population d. Any liability issues if teachers or kids are asymptomatic and a child or teacher becomes ill after		X	X	X
Childcare Communication (parents, kids, teachers, storytellers, music leader, etc.)	When we have Sunday school below Junior High level: a. How do we communicate recruiting volunteer teachers– safety precautions for teachers, pls do not volunteer if in a COVID-19 vulnerable population, etc. b. How parents print nametags them without everyone touching the same screen/mouse c. Teachers - New protocols (masks, hand sanitizer, social distance, use room cleaning, train in a place where there can be social distance, etc.) d. Use of indoor play area or outdoor playground? (sanitized after every class/every wk. ? hand sanitizer before and after?) e. Messaging to parents about letting us know if kids have any hand sanitizer allergies, that we use		X	X	X
Jr high and Sr High Communication (to parents, kids, D-Group leaders, etc.)	Protocols for hand sanitizer, social distancing		X	X	X

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Jr high and Sr High Communication (to parents, kids, D-Group leaders, etc.)	How to conduct D-groups with social distancing or continue virtually	X	X	X	X
Facemask Use	Facemask policy – will we require face masks for a period of time? If so, what will we do if someone enters without one?		X	X	X
Facemask Use	Will we need signage directing to a supply of cloth masks to give away? Will we need a person wearing gloves to hand them out so no one is touching more than 1 mask?		X	X	
Facemask Use	Will the worship team wear masks unless they are singing? The pastors? Will we ask people to sing with face masks on?		X	X	
Facemask Use	How will facemasks be used by others during the service (worship team, etc.)		X	X	X
Hospitality	Will we not supply snacks, coffee, water on Sundays? Signage/communication to explain why?		X	X	X
Hospitality	No paper church programs? (so people aren't handing a program to someone directly, or touching other programs picking one up from a basket) Where can we communicate items normally in the paper programs?		X	X	
Hospitality	Will we set up hand sanitizer stations with signage in many places? Do we have a source for hand sanitizer?		X	X	X
Hospitality	Not use the essential oils diffusers?		X	X	X
Maintenance and Staff Communication	Will we provide masks, gloves for those who count the offering?		X	X	
Maintenance and Staff Communication	How will cleaning be done week to week? (including door handles, play areas, playground equipment, etc.)		X	X	X

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Maintenance and Staff Communication	Procedures for being in the office/church during the week?		X	X	
Other On-Site Communications	How will we communicate with/address people who come who are coughing or sneezing or seem unwell?		X	X	X
Other On-Site Communications	How to best communicate what we have to offer to members in financial need, or need help with things like picking things up/deliver b/c they are part of a COVID-19 vulnerable population?		X	X	X
Other On-Site Communications	How do communicate a limit to the number of people who attend service, Sunday school to maintain social distance?		X	X	
Other On-Site Communications	What signage and signage placement will we need to encourage social distance, cover face if sneeze, wear mask, use hand sanitizer, wash hands, etc.		X	X	
Other General Communications	Giving – addition options such drive through deposits at banks? Can checks be mailed and if so, to whose attention at the church?	X	X	X	
Other General Communications	How to communicate how to ask for help (medical, financial, prayer), messages of hope to those who need it?	X	X	X	
Other General Communications	How to communicate about the status of our missionaries in the US and other countries?	X	X	X	
Other General Communications	What is working now for communicating with /keep groups connected (children, youth, college groups in fall if many universities are online, parents, seniors, COVID-vulnerable populations)? How can we sustain these over time? What are new and innovative ways to stay connected virtually and with social distancing?	X	X	X	