



# WORKPLACE SPECIFIC PLAN

## Places of Worship and Religious Services

The COVID-19 pandemic has been challenging for everyone in different ways. As our community moves through the stages of the California Resilience Roadmap, we need to draw on the strength of our interconnectedness to ensure that every place of worship or religious service is able to create an environment where everyone feels safe. **As of May 26, 2020, 5:00 p.m., per the Imperial County Public Health Officer, places of worship and religious services are allowed to open but must limit attendance to 25% of the building capacity or a maximum of 100 attendees, whichever is lower.** To do this, before places of worship and religious service reopen, the [California Department of Public Health COVID-19 Industry Guidance](#), requires all facilities to:

1. Perform a detailed risk assessment and implement a site-specific prevention plan. Templates and further details about this can be found below.
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and to stay home if they have them.
3. Implement individual control measures and screenings.
4. Implement cleaning and disinfecting protocols.
5. Implement physical distancing guidelines.

This checklist provides guidance for places of worship, providers of religious services and cultural ceremonies to support safe, and clean environments for congregants, worshippers, visitors and others. No one is obligated to resume in-person activity; however, for those who seem to be ready to re-open places of worship and religious services, this document can provide information and support. It is important to note that, for full guidance information please refer to the [COVID-19 Industry Guidance: Places of Worship and Providers of Religious Services and Cultural Ceremonies](#) document, dated May 25, 2020.

### The Workplace-Specific Prevention Plan

A written, workplace-specific COVID-19 prevention plan needs to be developed for every facility based on a comprehensive risk assessment of all work areas, and each facility must designate a person to implement the plan. Statewide guidance for places of worship, providers of religious services and cultural ceremonies has been developed and can be found at the following link: <https://covid19.ca.gov/industry-guidance/>. Review the guidance that is relevant to your facility, prepare a plan based on the guidance for your industry, and put it into action. Please note that places of worship and providers of religious services and cultural ceremonies may use effective alternative or innovative methods to build upon the guidelines.

The following **WORKPLACE SPECIFIC PLAN** template has been developed to assist Imperial County places of worship, providers of religious services and cultural ceremonies perform a risk assessment and develop the required site-specific protection plan. Places of worship and providers of religious services are not required to obtain approval of their plan. However, all facilities must select applicable measures listed on the template, provide specific details specific to their site(s), and be prepared to explain why any measure not implemented is not applicable to the site(s).

If properly completed, this template can serve as the required Workplace-Specific Plan necessary to open per the Governor's and Imperial County Health Officer's order.



# WORKPLACE SPECIFIC PLAN

## Places of Worship and Religious Services

NAME OF SITE: \_\_\_\_\_  
SITE ADDRESS: \_\_\_\_\_

### A. SIGNAGE and MESSAGES:

- Signage of this Workplace Specific Plan is posted at each public entrance to the facility and any employee break areas.
- Signage is posted in strategic and highly visible locations, such as public entrances, restrooms, community/gathering halls, that promote everyday protective measures such as handwashing, properly wearing face coverings, social distancing.
- Messages and current information on recommendations and guidance for preventing the spread of COVID-19 should be included in websites, texts, email, bulletins, newsletters, announcements, community updates, social media forums and other digital platforms.
- Outreach to the homebound, elderly and vulnerable should be conducted to ensure information and messaging is received.
- Signage is posted at each public entrance of the facility to inform all employees, congregants, and visitors that they should: 1) avoid entering the building if they have any COVID-19 symptoms; 2) wear facial coverings (with the exception of babies and children under age two); and, 3) maintain a six-foot distance from one another.
- Sunday school and other children services are not permitted at this time.

### B. MEASURES TO PROTECT CONGREGATE HEALTH:

- All congregants and visitors should be screened for temperature and/or COVID-19 symptoms upon arrival.
- All congregants are required to use a cloth mask/face covering prior to entering place of worship, during time of worship, and until exiting the building/hall.
- All congregants are reminded to cover coughs and/or sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and congregants should wash their hands thereafter.
- Children must remain with their family group at all times during services or other faith gatherings.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible. Open windows, doors, use fans, etc., as circumstances and weather allow to promote outdoor air ventilation.
- Virtual services and other worship-related gatherings should continue to be made available as much

as possible (i.e., Zoom, Social Media platforms such as Facebook live, etc.).

- Have adequate supplies to support healthy hygiene behaviors, including hand soap, hand sanitizer with at least 60 percent alcohol (for those who can safely use hand sanitizer), tissues and no-touch trash containers.
- Soap and running water for hand washing are available to all congregates at the following location(s):
  
- Hand sanitizer is available to congregants in the following areas:
  
- Optional (Describe other measures):

### **C. MEASURES TO PROTECT STAFF AND VOLUNTEERS**

- Screening of all individuals who are helping/participating in worship/religious services will be implemented to identify individuals with cough, shortness of breath, OR at least TWO of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.
- Encourage staff and congregants/visitors who are sick or exhibiting symptoms of COVID-19, or who have family members who are ill, to stay home.
- Visitors and congregants are required to wear a cloth mask/face covering in addition to maintaining a 6-foot distance.

### **D. MEASURES TO KEEP PEOPLE AT LEAST 6 FEET APART:**

- Signage is placed in appropriate areas to remind staff and congregants to be at least 6 feet apart, including when in line.
- Services and/or gatherings are held in a large, well ventilated area or outdoors as circumstances and faith traditions allow.
- Tape/markings have been placed at least 6 feet apart at entrances, inside the congregation, sanctuaries with signs that direct congregants, clergy, lectors, etc., to maintain a 6- foot distance from

other individuals (“one-way routes”.)

#### **E. MINIMIZING COMMUNITY SHARING OF WORSHIP MATERIALS AND OTHER ITEMS**

- Congregates may bring their own prayer books, hymnals, bulletins, worship aids, communion, or other worship materials to services or other faith gatherings (but cannot be shared outside of the family group). The use of big screen monitors to project prayers, songs and/or texts are acceptable.
- Sharing and/or kissing of ritual objects, use of common cups, and use of other community property such as preprinted programs and prayer books and other frequently touched objects, such as, hymnals, bulletins, worship aids or other items shared among congregants is not allowed.
- Modify methods used to receive offerings, financial contributions (envelopes, collection trays/baskets etc.), by implementing a stationary collection box, or electronic collection methods. The passing of offering plates/baskets is not allowed.
- No hand shaking, hugging, or kissing among congregants before, during and after time of worship or religious services.
- If food is offered at any event, consider pre-packaged options.
- Food related products before or after services will not be offered (i.e., coffee and donuts, orange juice).

## **F. MEASURES TO INCREASE SANITATION:**

- Clean and disinfect frequently touched surfaces and areas following each service and/or gathering.
- Thorough cleaning of high traffic areas such as lobbies, foyers, halls, chapels, meeting rooms, offices, libraries, study areas and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls.
- Develop a cleaning schedule and assign a team of volunteers that will be responsible for required cleaning and disinfecting.
- Avoid use of items that are not easily cleaned, sanitized and/or disinfected.
- All high-contact surfaces will be disinfected frequently (e.g., pews, chairs, door handles, toilets, handwashing facilities, pulpits/podiums, altars, pews and seating areas touched by congregants and/or visitors.)
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional hand soap, paper towels, toilet paper and hand sanitizer.
- Hand sanitizer or disinfecting wipes are located at all entrances and exits.
- If your faith community provides multiple services in a day, schedule services far enough apart to allow for cleaning and disinfecting of high-touch surfaces.
- Take steps to ensure that water systems (drinking/decorative fountains are safe to use after the prolonged facility shutdown to minimize the risk of Legionnaires' disease and other water related diseases.
- Restrooms, Baby Chapel/Cry-rooms and other common areas are disinfected frequently, and before and after each service.



## **G. RESOURCES**

- **California Department of Public Health**
  - COVID-19 Industry Guidance: Places of Worship and Provider of Religious Services and Cultural Ceremonies <https://covid19.ca.gov/pdf/guidance-places-of-worship.pdf>
  
- **Centers for Disease Control and Prevention**
  - Coronavirus (COVID-19) <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
  - Cleaning and Disinfection for Households <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
  
- **UC San Diego YouTube Video**
  - Cleaning and Disinfecting: <https://youtu.be/tW-Gj4c35yk>

**You may contact the person listed below with any questions or comments about the Workplace-Specific Protection Plan:**

Name: \_\_\_\_\_ Phone Number (Required): \_\_\_\_\_  
Title: \_\_\_\_\_  
Date Form Completed: \_\_\_\_\_  
E-mail (Optional): \_\_\_\_\_