

FBCG Reopen Building Checklist

DRAFT 5/26/20

Person Responsible

HEALTH and WELLNESS Team (Lead)

- Monitor CDC, State and County Guidelines
- Purchase sanitizer
- Purchase Clorox wipes.....
- More Masks?
- Custodian Involved – How and When?
- Purchase Infrared Temp Gauges
- Walk through areas in the church (possible considerations in each)
Think through entrances, exits, lessen “touchpoints”
- Words for Signs (large signs to Dave. Smaller ones to Office)
- Do we need a Before and After Sanitizing Team?

RESTROOMS (Lead)

- Cleanliness Considerations
- Work with Custodian.....
- Doors/No Doors?
- Stall doors
- Words for Signage (Office will produce)

ARRIVAL TEAM – Entrance and Breezeway (Lead).....

- Parking Considerations?
- Directional Signs.....
- Entrance
- Determine best setup
 - Temperatures taken by whom
 - Procedures for taking Temp developed
 - Masks handed out by whom
 - Security – any added responsibilities

FELLOWSHIP HALL (LEAD).....

- What needs to be considered?
- Preparing for overflow from sanctuary

SANCTUARY and FOYER (LEAD).....

- Entering – front to back
- Leaving – back to front
- Seating with space marked
- Remove all hymnals, Bibles, cards, pencils from pew racks
- Identify Touchpoints in all areas of sanctuary
- Offering taken at the door
- Additional responsibilities for Ushers?
- Full-house? – consider what is needed in Fellowship Hall, an overflow area
- Determine wording for signage (Office will produce)

WORSHIP SERVICE (LEAD)

- Change in Task and Disinfection for Communion Prep
- No Greeting time during service
- No Bulletins
- Projection only
- Project Announcements – Use of video clip to demo certain “how tos”
- Facebook Live
 - New audio mics?
 - Procedures for filming
 - Team to do this
- Music considerations
 - Worship Teams?
 - Congregational singing?
 - Cleanliness:
 - Microphones cleaned before and after
 - Pulpit cleaned before and after
 - Music Stands cleaned before and after
 - Piano keys cleaned before and after

COMMUNICATION (LEAD) Person

- Communicate the Plan – Email, Snail mail, Website
- Staff and Leadership Team
- Leaders in Areas of Reopen.....
- Congregation.....
- Signage – Everywhere!
- Consider purchasing plastic covers to insert signs
- Consider common color for all signs related to COVID19.....
- As a startup date is selected, email survey to congregation.....
 - Tally and report.....
 - Track “no responses”
 - Leadership contacts individually “no responses”.....

TRAINING (LEAD)

- Health and Wellness Tasks
- Ushers
- Greeters.....
- Security.....
- Musicians.....
- Sound Techs
- Custodian (not training but communicated with)
- Communion Preparers.....
- Facebook Live Team
- Others?

KITCHEN (Lead) - Phase 2 – No potlucks until Phase 3.....

- Protocols for Kitchen going forward developed