

5/8/2020

Edcgov.us Mail - Masks comment from Sue



EDC COB <edc.cob@edcgov.us>

Masks comment from Sue

1 message

Tracy Doyle <tnddoyle@icloud.com>
To: edc.cob@edcgov.us

Fri, May 8, 2020 at 4:28 PM

Hello Supervisors,

I would like to address two things.

First, I am deeply offended by Sue Novasel's comments on May 8 th implying that those of us not wearing masks don't care about others. To suggest we should all wear them shoes she apparently doesn't care about hearing impaired people like my husband who can't read people's lips now because of people wearing masks and the masks muffle voices. Sue doesn't care about any of the hearing impaired people of the world.

She also doesn't care about the essential employees at stores who have to wear a mask all day, a pertri dish on their faces and inhaling CO2. Workers are putting their health at risk all because some people are afraid of this virus with a 99% recovery rate. Sue doesn't care! I care a lot about others.

Secondly, I compel you to weigh the Constitutionality of the County following Newsome's unlawful orders and reopening plan #notmygovernor please remember he lost in EDC. The majority of your collective constituents didn't vote for him.

I will end with this, the Constitution is not suspended and you are to uphold it. You are in positions of service and leaders should add value to people's lives. We are citizens, not subjects. This is your opportunity to step up and be leaders. I encourage you to look to other counties like Placer and cities like Visalia. You have a choice. The Constitution is your permission slip. Be brave. Be leaders.

With appreciation,

Tracy Doyle

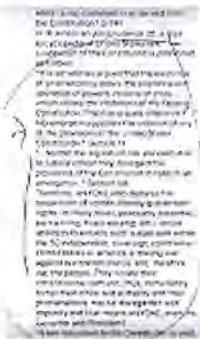


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which is not contained in or derived from the Constitution." p. 141

In 16 American Jurisprudence 2d, a legal encyclopedia of United States law, suspension of the Constitution is prohibited, as follows:

"It is sometimes argued that the existence of an emergency allows the existence and operation of powers, national or state, which violate the inhibitions of the Federal Constitution. The rule is quite otherwise.

NO emergency justifies the violation of any of the provisions of the United States Constitution." Section 71

"...Neither the legislature nor any executive or judicial officer may disregard the provisions of the Constitution in case of an emergency..." Section 98

Therefore, ANYONE who declares the suspension of constitutionally guaranteed rights (to freely travel, peaceably assemble, earn a living, freely worship, etc.) and/or attempts to enforce such suspension within the 50 independent, sovereign, continental United states of America is making war against our constitution(s) and, therefore, we, the people. They violate their constitutional oath and, thus, immediately forfeit their office and authority and their proclamations may be disregarded with impunity and that means ANYONE; even the Governor and President!

"A law repugnant to the Constitution is void.

5/8/2020

Edcgov.us Mail - Environmental impact



EDC COB <edc.cob@edcgov.us>

Environmental impact

1 message

Tracy Doyle <tnddoyle@icloud.com>

Fri, May 8, 2020 at 4:57 PM

To: edc.cob@edcgov.us

Supervisors,

When discussing the idea of requiring masks especially in South Lake Tahoe and other areas near rivers, campgrounds etc I ask that you consider that there's great potential for the requirement to have a very devastating impact on the environment and ecosystems. More trash and waste. Masks will end up in our beloved Lake and waterways and if not they will fill our landfills. Both very detrimental to the sustainability of our planet. I already see them discarded in shopping carts and in the ground.. so gross.

Thank you for your time.

Tracy Doyle

PS Please, rip the bandaid off and open, our county!

5/11/2020

Edcgov.us Mail - Open El dorado county



EDC COB <edc.cob@edcgov.us>

Open El dorado county

1 message

Kimberley Wydeveld <kimitch@att.net>
To: edc.cob@edcgov.us

Sun, May 10, 2020 at 4:19 PM

Please ladies and gentlemen , help us families can't feed their children losing their businesses our rights as Americans have been taken away. You have the power to help free us ! Please please do the right thing Tuesday. We need you! No masks!!! Thank you Kimberlie W.

Sent from my iPhone



EDC COB <edc.cob@edcgov.us>

ONE EXAMPLE OF PRECAUTIONS BEING TAKEN IN CITY AND STATE WHEN RESTAURANTS REOPEN

1 message

djinkens@charter.net <djinkens@charter.net>
To: David Jinkens <djinkens@charter.net>

Mon, May 11, 2020 at 7:32 AM



Dear Community Leaders and Friends:

Please see the interesting article below that was printed in a International City and County Management Association (ICMA) newsletter over the weekend. The City Manager of this City has some good idea that may be of benefit to our fine business owners and operators. I know we all share a desire to be safe and reopen our local economy. I appreciate as well the cooperation and support we are receiving locally from the City Council, Supervisor Novasel, the County Board of Supervisors, Dr, Nancy Williams, County of El Dorado Health Department and her fine staff as we move forward with reopening initiatives.

We can and must be safe, and we can be economically viable!

David

David Jinkens, MPA

Good Government Advocate

Life Member, ICMA

South Lake Tahoe, CA



May 10, 2020 11:59 PM

Toby Cotter

City says restaurants can use parking spaces for outdoor seating
Daily News staff

BULLHEAD CITY — The City of Bullhead City is reducing mandatory parking requirements for local restaurants, allowing establishments to set up outdoor seating areas to help comply with recommended social distancing and other protocols as they reopen for business.

Arizona Gov. Doug Ducey, on Monday, issued an executive order that allowed restaurants to resume dine-in services this week, provided they implement “protocols and best practices for businesses to address COVID-19, including enacting physical distancing policies, limiting the number of diners and following protocols as directed by the Centers for Disease Control and Prevention, the United States Department of Labor Division of Occupational Safety and Health Administration, and the Arizona Department of Health Services.”

To help restaurants meet those protocols — and as a result giving them the ability to increase their capacity — Bullhead City Manager Toby Cotter announced the lifting of the parking space requirements. Existing Americans with Disabilities Act parking stalls and access points must remain accessible.

“We want to give as much flexibility as possible for all restaurant owners to make a successful comeback,” Cotter said. “Parking restrictions have an impact on outdoor seating. The city understands that physical distancing requires less occupancy inside and groups being spread out. This flexibility allows additional outdoor seating moved outside into the parking areas with temporary shade.”

He said the provision does not extend the square footage of liquor licensing. Any business that sets up additional outdoor seating should be aware of and strictly follow its liquor license permit requirements.

“While this may not work for every restaurant, the city is doing everything it possibly can to ensure a successful recovery especially for small eateries who will be severely restricted with indoor seating,” Cotter said. “Business owners will have to figure out the challenge of where customers will park if they reduce parking, but let’s first worry about bringing customers back to area businesses. The alternative is empty parking lots and shuttered businesses.”

Restaurants in Bullhead City can begin opening their dining rooms for service beginning today as long as they have strict social distancing guidelines established.

Cotter said the easing of parking restrictions is effective immediately through the end of June. Traffic and pedestrian interaction concerns must be prominent in any plan under this authority. However, under these limited circumstances, plans do not require city pre-approval.

Ducey outlined key provisions for reopening:

- Maintaining social distancing, including limiting groups to no more than 10 people
- Reduced occupancy and capacity
- Limited areas prone to congregating, such as waiting areas
- Implementing sanitation protocols
- Screening employees for COVID-19 symptoms prior to their shift

Ducey also released a more detailed list of opening guidelines from the CDC and ADHS for restaurants, customers, and restaurant employees:

Those include:

- Encouraging customers to stay home if sick, including those considered to be most at risk (65 and older and those with underlying health conditions)
 - Encouraging customers to maintain a 6-foot distance from one another; to avoid touching eyes, nose, or mouth
 - Wash hands before and after eating
 - Assigning vulnerable restaurant employees to duties not involving customers
 - Consider offering employees masks; develop policies about wearing masks or cloth coverings when interacting with the public
 - Making sure restaurant workers are washing hands, covering their coughs and/or sneezes
- Increasing cleaning and sanitizing of food surfaces, prep areas, beverage areas and other high-touch surfaces
- Avoid sharing menus, condiments, or food
 - Use touchless payment methods, if possible. If not, wipe down surfaces after every interaction.

The City of Bullhead City has developed a free online portal called FORWARD to assist all city businesses. FORWARD features more than 25 federal, state and local assistance programs and incentives to help businesses

5/11/2020

Edcgov.us Mail - ONE EXAMPLE OF PRECAUTIONS BEING TAKEN IN CITY AND STATE WHEN RESTAURANTS REOPEN

recover. Contact Jackie Walker in the City Manager's Office at 928-763-0122 or email jwalker@bullheadcity.com for assistance navigating the FORWARD portal at www.bullheadcity.com/FORWARD.

Toby Cotter ICMA-CM
City Manager
City of Bullhead City
Bullhead City AZ
tcotter@bullheadcity.com



EDC COB <edc.cob@edcgov.us>

Opening El Dorado County

1 message

Heidi McKim <heidimckim@gmail.com>
To: edc.cob@edcgov.us
Cc: Kevin Mckim <kevin@synsolgroup.com>

Fri, May 8, 2020 at 5:18 PM

Happy Friday -

We am writing to express my STRONG stand and support to open up our county. We have been fortunate to not be affected financially by the COVID pandemic. However, we are witnessing daily the affect this is having on our small businesses and general health and well being of our community. Our vulnerable should continue to shelter in place, but as Americans we need to move on. Open our stores, restaurants, places of worship, nail and beauty salons and gyms. We can not allow our community to suffer any longer. We appreciate the support of our board members in looking out for the best interest of El Dorado County, and pushing to OPEN all sectors!

Thank you for your time and service.

Kevin and Heidi McKim

5260 Breese Circle
El Dorado Hills, CA 96762

602 Sunrise Ave
Tahoma, CA 96142

Heidi McKim
Cordially Yours Travel
heidimckim@gmail.com
Goingsomewhere360
916-521-2980



EDC COB <edc.cob@edcgov.us>

Public comment re: may 12

1 message

Andrea Dunn <dunderz@yahoo.com>
 Reply-To: "dunderz@yahoo.com" <dunderz@yahoo.com>
 To: "edc.cob@edcgov.us" <edc.cob@edcgov.us>

Sat, May 9, 2020 at 9:42 PM

Counties all over California are putting their foot down and fighting. They are fighting and they are winning! we have less cases and definitely less deaths than they do. We need to open!

7:53 LTE 45%



COVID-19 HOSPITALIZATIONS

Hospital patients with a confirmed COVID-19 infection each Wednesday from April 1 until May 6.

	4/1	4/8	4/15	4/22	4/29	5/6
El Dorado	14	16	0	0	0	0
Placer	25	18	13	5	5	9
Sacramento	53	76	66	47	42	27
Sutter	0	0	0	0	0	0
Yolo	3	2	2	4	0	0
Yuba	2	2	0	0	0	0

5/11/2020

Edcgov.us Mail - Public comment re: may 12

Placer County has higher numbers than we do, they fought, their county officials fought for them and they won!

<https://www.kcra.com/article/placer-county-supervisor-newsom-get-out-of-our-way/32421543>

Sent from Yahoo Mail on Android



EDC COB <edc.cob@edcgov.us>

5-12 Meeting Agenda Items

1 message

Wendy Jones <wendyandalexjones@gmail.com>
To: edc.cob@edcgov.us

Mon, May 11, 2020 at 1:03 PM

El Dorado County should stand in solidarity with Placer County's resolution regarding the Governor's State of Emergency since we are no longer in a "State" of emergency. The governor needs to back off and let counties determine what is best for their citizens. Also, we need to move faster through the phases because El Dorado County is ready and working people are suffering. If businesses in "Phase 3" can do so safely they should be allowed to do so. Thank you.
Wendy Jones

5/11/2020

Edcgov.us Mail - Open Eldorado County



EDC COB <edc.cob@edcgov.us>

Open Eldorado County

1 message

Ashley Bertram <baileebenni@gmail.com>

Mon, May 11, 2020 at 2:26 PM

To: Edc.cob@edcgov.us

To our Elected officials

I'm emailing in regards to opening our County. It is time. Our county has been out of a state of emergency for weeks now. Our hospital is not over run. The curve has been made. It is time to get our local economy back on track before business's are ruined beyond control. Families need to be able to get back to work. Our children should be able to get back to their regular activities, from sports to volunteering to visiting family. I fully understand some are more vulnerable. They have every right to continue their shelter in place. Please do not hold hostage family run businesses that risk losing everything. If we can keep Walmart open we can surely let our main street thrive as well.

Kindly
Ashley Bertram



EDC COB <edc.cob@edcgov.us>

Religious FREEDOMS - Basic Liberty!! STAND UP!

1 message

April Bacchi <april.soldwithcare@gmail.com>

Mon, May 11, 2020 at 2:35 PM

To: bosone@edcgov.us, tjwhitejd@gmail.com, bostwo@edcgov.us, bothree@edcgov.us, bosfour@edcgov.us, bosfive@edcgov.us, edc.cob@edcgov.us

Honorable Board of Supervisors:

I sent this to our California State Governor, Gavin Newsome.

Please ad to your BOS - COVID-19 Meeting on May 12, 2020

May 11, 2020

TO: Governor Gavin Newsome

RE: My Rights to Worship in Church or Anywhere I choose

I am a native of California for 60+ years now and reside in El Dorado County since 1996. Our County is doing very well and we have been subservient long enough to comply with your COVID-19 SIP. At this point you are forcing Americans living in California to all be treated the same like an inexperienced parent. Our County should not be designated as a county to receive "State of Emergency" funds. We do not need to beg for help on the shirt tales of the COVID-19 issue, like some counties that may need to be considered for those funds.

Our COVID-19 cases are super duper low!! No deaths!!

https://www.google.com/search?q=how+many+COVID-19+deaths+in+El+Dordo+County&rlz=1C1GCEA_enUS855US855&oq=how+many+COVID-19+deaths+in+El+Dordo+County&aqs=chrome..69i57j33.14171j0j7&sourceid=chrome&ie=UTF-8

As well, don't think for a hot second that I will allow you to vaccinate me with a COVID-19 vaccination. Most people I know feel the same way throughout the State of California.

If you choose to be in the know, you should be encouraging your Aunt Pelosi and families to promote a speedy trial in the WORLD COURT, for Charges that Dr. Anthony Fauci has committed the highest TREASON against Americans and the people of the World when he funded the \$3.7Million through the NIH (Taxpayer Funds) to the Chinese Labs in 2015 that developed COVID-19 and unleashed it to the world. He BOLDLY and Specifically BROKE THE LAW, going against the 2014 Moratorium. I want to see and receive restitution of all my taxes paid to this fund without my permission.

Please realize that if my religious rights are not reinstated within 3 days of this NOTICE, I will follow up with a formal complaint, backed up with U.S. Constitutional enforcement. I expect a response very soon.

Thank you for your expeditious response.

April Bacchi, 916-903-6626

Resident of El Dorado County Since 1996

CA Realtor Since 1989, DRE# 01037076

Cc:

El Dorado County Board of Supervisors:

District I-John Hidahl, District II-Shiva Frentzen, District III-Brian Veerkamp, District IV-Lori Parlin, [District V-Sue Novasel](#), Press Release, California Churches, News Media, U.S. Constitutional Think Tanks, et al.



April Bacchi

916-903-6626

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5/11/2020

Edcgov.us Mail - opening of the pools



EDC COB <edc.cob@edcgov.us>

opening of the pools

1 message

Alan Tresser <aetinvest@jps.net>

Mon, May 11, 2020 at 3:19 PM

To: edc.cob@edcgov.us

Dear board members,

My son Miles is on the local year-round swim team called Aquasol. he is planning on swimming in college this fall but has not been able to train since the closure of the pools. Orange county has opened their pools and is a much more densely populated county than ours. There are many more people on his team who would really like to get back to practicing if possible. Besides Aquasol, there are the local summer teams, Sierra Sharks and the Dry Diggins Dolphins.

It really would be great if we could get the opening of the swimming pools included in the phase two opening plan. This is not so people can cool off in the heat. This has to do with the future of these kids lives and where and if they get to go to a particular college. If kids in other counties get to start training, it gives them a huge leg up on our El Dorado county kids.

Thanks,

Alan Tresser

530 626-2120



EDC COB <edc.cob@edcgov.us>

Fwd: Open El Dorado County

1 message

The **BOSONE** <bosone@edcgov.us>
To: EDC COB <edc.cob@edcgov.us>

Mon, May 11, 2020 at 9:40 AM

For item 25 on 5/12.

Kind Regards,

Cindy Munt

Assistant to Supervisor John Hidahl, District 1
Board of Supervisors, County of El Dorado
Phone: (530) 621-5650
[CLICK HERE](#) to follow Supervisor Hidahl on Facebook
[CLICK HERE](#) to visit Supervisor Hidahl's web page

----- Forwarded message -----

From: **Sally Olson** <gardenvalleysally@gmail.com>
Date: Sun, May 10, 2020 at 5:48 AM
Subject: Open El Dorado County
To: <bosone@edcgov.us>

I strongly urge you to end this harmful, unnecessary lockdown. Modoc, Sutter, Yuba, and Kern counties are ending theirs. A continued lockdown makes no sense when COVID-19's death rate is three times lower than the seasonal flu, and when COVID-19 death counts are being fraudulently padded. People are being financially destroyed, and alcohol abuse, drug abuse, and child abuse are all going up. Please put a stop to this by fully lifting our county's lockdown right now, so everybody can go back to work.

*Thank you.
Sincerely,
Sally Olson*



EDC COB <edc.cob@edcgov.us>

Checklists for Resuming Church Services

1 message

Drew Buell <drew@coolchurch.org>
To: edc.cob@edcgov.us

Mon, May 11, 2020 at 3:37 PM

Board of Supervisors,

I want to thank you for your proactive approach to helping the churches of El Dorado County as we struggle through this challenging time.


I have attached two documents to this e-mail, both of which were published by the Pacific Justice Institute (a legal team that specializes in churches and religious liberty cases) as suggestions for helping churches reopen in a safe and effective manner.


Of course, not every church will have the ability to follow each and every one of these suggestions (i.e. taking the temperature of every individual who comes into the building), but they do serve as a good example of some common-sense steps (i.e. seating family units 6 feet apart) that churches can take in order to mitigate the risk of exposure to COVID-19 as a result of our gatherings.

'Til Sin is Bitter...Christ Will Not be Sweet,

Drew Buell
www.coolchurch.org
Cool Community Church App

2 attachments

 **Outdoor Services Checklist (PJI).pdf**
569K

 **Indoor Services Checklist (PJI).pdf**
541K



CHECKLIST FOR CHURCHES

– REOPENING for OUTDOOR SERVICES –

May 2020

Many pastors and church leaders have reached out to us at the Pacific Justice Institute (PJI) with questions about ***how to safely and legally hold outdoor worship services***, following the unprecedented restrictions on everyday life, and on churches in particular, resulting from COVID-19 (novel coronavirus). We have prepared the attached resource to provide a checklist to consult in advance of reopening for ***outdoor worship services***: worship services held outside of your church building, either outdoors in a church parking lot or at another outdoor property available to the church. This resource is a checklist of considerations so church leaders can make wise, informed decisions for their congregations.

The checklist emphasizes recommendations to minimize health risks and legal risks in advance of reopening. This checklist draws from case precedent, federal guidelines, CDC guidance, OSHA guidance, state and local considerations, and valuable input from numerous pastors and church leaders. Please use this resource in conjunction with other resources, including those available at our website: www.pji.org.

These guidelines are not suggested as permanent church policies. Rather, they are suggestions for implementation when your state begins a phased reopening plan. If your state follows the federal phased plan published on April 16, “Guidelines: Opening America Again,” the following checklist is suggested for consultation during Phase One and Phase Two. (*cont. next page*)



PJI has been advising numerous church leaders navigating this crisis. For over twenty years, we have assisted thousands, including church leaders and pastors, with a wide range of issues involving religious freedom and civil rights. PJI is a non-profit 501(c)(3) legal defense organization that works diligently, *always without charge*, to provide our clients with all the legal support they need. We have tremendous leverage in our litigation budget with multiple offices throughout California, Oregon, Washington, Nevada, and Colorado and the *largest Affiliate Attorney Network* on the West Coast – hundreds nationwide!

The dynamic nature of the pandemic makes this situation fluid and subject to continuing updates. Please reach out to us directly with any questions you may have regarding compliance with your state and local guidelines.

Please do not hesitate to **contact the Pacific Justice Institute toll free at 888-305-9129.**

Sincerely,

Brad Dacus, President



CHECKLIST FOR CHURCHES – OUTDOOR SERVICES –

I. Plan and Prepare: Church Leadership and Administration

A. CDC and Federal Guidelines

1. Visit the CDC's¹ website for relevant updates on coronavirus and social distancing: www.cdc.gov/coronavirus. The CDC advises that part of social distancing is limiting face-to-face contact with other people and staying at least six (6) feet, or about two (2) arms' length, from other individuals with whom you do not live.²
2. Review federal guidance, available at: www.coronavirus.gov.

B. State Guidelines

3. Review all relevant state guidelines regarding churches, gatherings, and social distancing.³
4. Review PJI state-specific memos as relevant to your church, available at: www.pji.org.⁴
5. Obtain legal advice as necessary.
6. Reach out before reopening for outdoor worship services to seek relevant assistance from legal and other professionals and situation-specific advice.

¹ Centers for Disease Control and Prevention (CDC).

² The CDC explains that "Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home." The CDC advises that part of practicing social or physical distancing includes staying at least six (6) feet, or about two (2) arms' length, between you and individuals outside of your home (non-Household individuals). More information from the CDC is available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.

³ The CDC provides a directory of state public health authorities, available at: <https://www.cdc.gov/publichealthgateway/healthdirectories/index.html>.

⁴ State-specific memos addressing coronavirus-related restrictions are available at: <https://www.pacificjustice.org/resources/for-churches/legal-insider-covid-19/>. Reach out directly to PJI with questions at: <https://www.pacificjustice.org/get-help/request-legal-assistance/>.



C. Local Guidelines

7. Review any local guidelines relevant to your church.⁵
8. Reach out to local law enforcement in advance of a service, if there are concerns regarding compliance with applicable regulations.

D. Noise Ordinances and Broadcasting Compliance

9. If you are planning to use a speaker system or other noise amplification system, consider the relevant noise ordinances for the outdoor area you are using (e.g. a parking lot or other space attached to your church); run a “soundcheck” in advance of your service to confirm your noise amplification is in compliance with local ordinances.
10. Depending on the location for your outdoor service, applicable noise ordinances for consultation may be found in your municipal (town, city or cities) code or county code.⁶
11. If you are planning to use a radio transmitter to broadcast your service, ensure that you are FCC⁷ compliant; consider using an “FCC Part 15 certified” radio transmitter.
12. If you are planning to use a low power FM (LPFM) radio transmitter for the first time, register with the FCC on their website,⁸ complete the necessary forms,⁹ and phone 1-888-CALL-FCC (1-888-225-5322)¹⁰ to be assigned a new FM station.
13. Consider alternative broadcasting options using your Wi-Fi network (depending on the reach/coverage of your network); also consider alternative media through Zoom or other conference providers.¹¹

E. Insurance Policies and Compliance

14. Review any relevant insurance policies relating to your church, employees and facilities.

⁵ In addition to a directory of state public health authorities, the CDC also includes a directory of local public health authorities, available at: <https://www.cdc.gov/publichealthgateway/healthdirectories/index.html>.

⁶ A starting point for applicable ordinances is available at: <https://library.municode.com/>.

⁷ Federal Communications Commission (FCC); more information is available at: <https://www.fcc.gov/media/radio/low-power-radio-general-information>.

⁸ Registration with the FCC is available at: <https://apps.fcc.gov/coresWeb/publicHome.do>.

⁹ Details from the FCC are available at: <https://www.fcc.gov/media/media-bureau-forms-page>. If you are partnering with an existing radio station, register with the FCC and complete FCC Form 318; if you are not partnering with an already existing radio station, also complete FCC Form 319.

¹⁰ Details from the FCC are available at: <https://licensing.fcc.gov/prod/callsign/main.html>.

¹¹ PJI hosted and recorded a video conference call addressing these topics on April 30, available at: <https://www.pacificjustice.org/resources/for-churches/zoom-video-on-how-to-host-drive-in-outdoor-church-services/>.



15. Review any relevant insurance policies relating to your church, employees and facilities.
16. Communicate directly with your policy provider if you have any questions or need clarity on your policy.
17. Review and revise your employee handbook, as necessary, to include guidance on social distancing and updated policies and procedures.
18. Review expectations with pastors, staff, choir members, ushers, volunteers and other members of the worship team (Worship Team) in advance of service. For example, review social distancing guidelines and requirement of hand washing with soap and water for at least 20 seconds.¹²
19. Review social distancing expectations with Worship Team. For example, the Worship Team should each maintain at least six (6) feet of space between them and should wear masks or face coverings as described by the CDC¹³ (Face Coverings) throughout the church service.
20. Ask all members of your Worship Team who will be moving in the public space during the service to wash the clothing, immediately prior to the service, that they will wear at the service.
21. Document updates to policies, meetings to share this information and how this information was disseminated.

F. **Local Outreach**

22. Discuss local considerations with other churches to collaborate and share concerns and ideas.
23. Consider reaching out to any neighbors near your church who may have questions about your reopening for an outdoor service (parking lot or otherwise); open a dialogue with neighbors (particularly those who may be hostile to a church parking lot service) to address and respond to any concerns they may have in advance of the service.
24. Consider combining your worship service with an additional community service element. Look to other service events currently happening in your community as a guide to activities (with gatherings) deemed compliant with applicable state and local orders. For example, if food banks are allowed to host canned food drives or business can sponsor clothing drives, build this opportunity into your

¹² Please review the CDC Guidance on hand washing, available at: <https://www.cdc.gov/handwashing/when-how-handwashing.html>.

¹³ Federal guidance recommends strongly considering wearing “face coverings” throughout the pandemic, see “Guidelines: Opening Up American Again” (Apr. 16, 2020), available at: <https://www.whitehouse.gov/openingamerica/>. The CDC has guidance on how to create an appropriate Face Covering, available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.



worship service. Alternatively, if mobile blood drives are allowed in your area, consider collaborating with the Red Cross or other provider to sponsor a blood drive in your parking lot in conjunction with your service.

G. Clean and Disinfect

25. Please **DO NOT** open your church building if you are intending an “outdoor service” as contemplated in this checklist. Your service should be *outdoor only* unless you are prepared to thoroughly clean and disinfect the interior space; this includes opening even to make bathroom facilities available to parishioners. One of the benefits to hosting an outdoor service is to mitigate and/or avoid potential health risks associated with meeting indoors; opening your church building during an outdoor service can undo this precaution, and you should reconsult the “Checklist for Churches – Indoor Services,” available at www.pji.org.
26. Review and carefully follow CDC guidelines to disinfect interior spaces thoroughly, if you do choose to make bathroom facilities available in case of emergency.¹⁴
27. Review and follow available state guidelines on cleaning interior spaces and surfaces, if you do choose to make bathroom facilities available in case of emergency.
28. Consider whether “deep- cleaning”¹⁵ is an appropriate precaution for your church; expect that this will take multiple hours and be prepared to document this with the use of professional services, if you do choose to make bathroom facilities available in case of emergency.
29. Follow the same CDC full cleaning procedures before and after every service or other use of the indoor space, if you do choose to make bathroom facilities available in case of emergency.
30. Consider whether the bathroom will need to be cleaned after each individual use, if you do choose to make bathroom facilities available in case of emergency.

¹⁴ CDC guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> (updated Apr. 29, 2020); see also: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>; see also: https://www.cdc.gov/coronavirus/2019-ncov/downloads/Mass-Gatherings-Documents_FINAL.pdf; see also: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/checklist.html>.

¹⁵ Watch PJI video conference titled “How to Safely and Legally Reopen Your Church” (Apr. 23, 2020) for discussion of the Kansas TRO which required deep cleaning for an in-person worship service (*First Baptist Church v. Kelly*, No. 20-1102-JWB, 2020 U.S. Dist. LEXIS 68267 (D. Kan. Apr. 18, 2020)), available at: www.pji.org.



II. Send Invitations to Parishioners

H. **Send Invitations to Parishioners**

31. Send direct invitations to parishioners in advance of a planned service.
32. Include pre-attendance guidance on your church's website and in any direct mailings with invitees; include guidance from CDC, state and local guidelines, and this checklist.
33. Know in advance expected turnout to plan layout of church parking lot (or similar outdoor property); revise plans for a scheduled service based upon RSVP responses with planned accommodations for possible visitors, if necessary.
34. Consider a "soft launch" service with a very limited number of individuals, as well as a rehearsal prior to the service, before expanding the number of invitations sent to parishioners.
35. Depending on the size of your congregation, consider asking or assigning parishioners to attend specific services to control numbers at outdoor services.

I. **General Advice for Invitees**

36. Remind invitees to continue to follow applicable "stay at home" and other restrictions from state and local orders before and after a scheduled service.
37. Remind invitees to follow all CDC and state guidelines on social distancing and good hygiene.
38. Advise any individual who is "at higher risk for severe illness," as defined by the CDC at www.cdc.gov/coronavirus; the CDC includes in this category older adults and individuals with underlying medical conditions (including, for example, asthma, HIV, diabetes, obesity, cardiovascular disease and/or cancer).¹⁶
39. Advise invitees of all potential risks to provide them with the fullest amount of information and safety advice available; to be included with invitation.

J. **Specific Advice for Invitees**

40. Ask invitees to confirm that no member planning to attend is known to have had any contact with confirmed COVID-19 cases in the past 21 days.
41. Include in the invitation a specific "To Do Checklist" for all attendees; this will provide invitees with advice for before, during and after the service.
42. Ask invitees to RSVP at least 24-hours in advance of the scheduled service, to facilitate planning by church leadership.

¹⁶ More information from the CDC on individuals considered to be at higher risk for severe illness during the pandemic is available at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>.



43. Advise invitees that they are welcome to attend without an RSVP, but their space may not be guaranteed, and they may need to attend 'virtually' from home if the outdoor space capacity is reached.

K. Include a List Addressing "To Do Before the Service"

- 44. Ask parishioners to take temperature checks at their homes prior to attendance; ask parishioners to stay home if they have a fever and seek appropriate medical advice.¹⁷
- 45. Ask parishioners to seek medical advice if they believe they may have a relevant underlying medical condition as defined by the CDC,¹⁸ prior to undertaking any activity outside of the home.
- 46. Ask parishioners to refrain from food/drink immediately prior to service, unless medically necessary (because bathroom facilities may not be available at the church).
- 47. Ask parishioners to use bathroom immediately prior to leaving their homes to attend the service; clearly specify that the church will not be open, and the church's indoor facilities will not be available.
- 48. Ask parishioners to wash the clothes they will wear to the service prior to their attendance.
- 49. Ask parishioners to wash the clothes they wore to the service again after the service.
- 50. Ask attendees to bring their own PPE,¹⁹ including Face Coverings; provide links to medically sound tutorials²⁰ on how to create homemade Face Coverings if necessary.
- 51. Ask attendees to bring their own lawn chairs or other compact outdoor seating, if necessary.

L. Include a List Addressing "To Do After the Service"

- 52. Remind all attendees to wash the clothing they wore to the service again after the service.

¹⁷ As of April 29, 2020, the CDC states symptoms of coronavirus include one of either (a) cough or (b) shortness of breath or difficulty breathing; or two or more of these symptoms: (a) fever, (b) chills, (c) repeated shaking with chills, (d) muscle pain, (e) headache, (f) sore throat, or (g) new loss of taste or smell. This list is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

¹⁸ More information from the CDC regarding extra precautions and individuals at higher risk for severe illness is available at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>.

¹⁹ Personal Protective Equipment (PPE).

²⁰ See, e.g., U.S. Surgeon General Dr. Jerome Adams, "How to Make Your own Face Covering" (Apr. 3, 2020), available at: <https://www.youtube.com/watch?v=tPx1yqvJgf4>.



53. Ask any individual to contact the church immediately if they experience any flu-like symptoms²¹ and to seek medical advice.
54. Invite attendees to share reflections, comments, and suggestions directly with church leadership to foster ongoing dialogue during the pandemic.
- M. Explain Expectations and Social Distancing Protocols**
55. Detail planned procedures for entering and exiting parking lot (or other outdoor space to be used for the service); include a map with arrows showing flow of traffic if appropriate.
56. Detail planned procedures for entering and exiting cars to outdoor seating (if seating is available); include a map with arrows showing flow of foot traffic, if appropriate.
57. Advise attendees in invitation not to engage in hand shaking or physical contact.
58. Explain social distancing protocols in advance and ask families to discuss this guidance with their children.
- N. Post All Advice Publicly and Outside Church as a Reminder**
59. Make signs visible for individuals with explanations of the protocol for the service.
60. Posted signs should give the same advice provided in previously sent invitations to parishioners.
- O. Answer FAQs in Advance**
61. Have a direct line of communication open to attendees in advance of the service for any FAQs.
62. Include a designated phone number, email address or website in the invitation you mail or post online to facilitate dialogue and prepare parishioners for changes in your worship service format, as compared to previous services.
63. Be prepared to respond to questions and adapt plans as relevant concerns arise; weather will likely be an additional consideration requiring flexibility.

²¹ As of April 29, 2020, the CDC states symptoms of coronavirus include one of either (a) cough or (b) shortness of breath or difficulty breathing; or two or more of these symptoms: (a) fever, (b) chills, (c) repeated shaking with chills, (d) muscle pain, (e) headache, (f) sore throat, or (g) new loss of taste or smell. This list is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.



III. Physical Layout: Parking Lot or Other Outdoor Space

P. **Plan Outdoor Spacing and Seating to Enable Social Distancing**

64. While in the earlier stages of reopening, specifically Phase One and Phase Two of the Federal Guidelines,²² plan to significantly reduce attendance numbers for any single service, depending on the size of your parking lot or other outdoor space.
65. Review confirmed attendance from invitees and plan to outdoor parking spaces and/or seating accordingly.
66. Use only every other (or every third) outdoor parking space to facilitate the minimum six (6) feet distancing between individuals (or family units).
67. If using a parking lot or grassy area for your outdoor service, consider using chalk or paint to draw circles (approximately 8 feet in diameter) to indicate where individuals (or family units) should stand / sit during the service. These circles should have at least six (6) feet in between them to facilitate appropriate social distancing.
68. If your church is providing outdoor seating, carefully clean and disinfect each chair before the service, according to CDC guidelines.²³
69. Close any other outdoor common spaces (such as playgrounds) attached to the church to discourage social congregating before or after the service.
70. Consider reducing the length of your service to accommodate physical needs of parishioners, especially older individuals and children.

Q. **Foot Traffic and Vehicle Traffic: One-Way Only**

71. If parishioners will need to walk from their vehicles in the church parking lot to the designated outdoor space for the service, mark one-way only paths for individuals.
72. Use chalk, tape, or paint (as reasonable) to indicate the intended flow of foot traffic from vehicles to outdoor seating, if applicable.

²² "Guidelines: Opening Up American Again" (Apr. 16, 2020), available at:

<https://www.whitehouse.gov/openingamerica/>; see also, <https://www.coronavirus.gov/>. The White House and CDC published federal guidelines to establish a model for easing restrictions and reopening the country (Federal Reopening Guidelines). If and when your state has moved out of Phase One and Phase Two under the Federal Reopening Guidelines, it may be possible to increase your church's seating capacity depending on your church's layout. Some states may establish their own phased reopening plans, in which case deference should be given to those state-specific reopening guidelines.

²³ CDC guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> (updated Apr. 29, 2020); see also: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>; see also: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/Mass-Gatherings-Documents-FINAL.pdf>; see also: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/checklist.html>.



73. Use ushers or security (wearing appropriate high visibility vests, if possible) to guide individuals (from an appropriate distance) along the intended routes.

R. Do Not Distribute or Pass Physical Items

74. If a form of communion is administered, it must be done without requiring parishioners to touch a plate, food or cup that is also touched by another individual; consider the use of individual, prepackaged communion that can be accessed while maintaining social distancing.

75. Avoid direct physical contact between households (emphasized, if possible, by the use pre-drawn spacing; see “Plan Outdoor Spacing and Seating to Enable Social Distancing” above); remind parishioners to refrain from embracing, shaking hands, or other forms of physical contact.

76. Do not distribute physical bulletins.

77. Do not pass a physical collection plate, basket or other offering during the service.

78. Make online donations available before and after the service; make a tithe drop box available for parishioners to deposit tithes before and/or after the service.

S. Make PPE, including Face Coverings, available for individuals

79. Federal guidelines currently suggest wearing Face Coverings²⁴ be worn in public places during all phases of the pandemic.²⁵

80. Make hand PPE and sanitizer available throughout the outdoor space; the CDC recommends sanitizer have a minimum of 60% alcohol.²⁶

T. Prepare with your Worship Team in advance

81. If using a multi-person Worship Team, ensure that each individual is physically spaced (including choir members) to observe proper social distancing at all times.

²⁴ Federal guidance recommends strongly considering wearing “face coverings” throughout the pandemic, see “Guidelines: Opening Up American Again” (Apr. 16, 2020), available at: <https://www.whitehouse.gov/openingamerica/>. The CDC has guidance on how to create an appropriate Face Covering, available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

²⁵ “Guidelines: Opening Up American Again” (Apr. 16, 2020), available at: <https://www.whitehouse.gov/openingamerica/>; see also, <https://www.coronavirus.gov/>.

²⁶ The specific CDC guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>.



82. Wear Face Coverings²⁷ at all times, including when singing and preaching, as per guidance from the CDC.²⁸
83. As a potential alternative to wearing Face Coverings while preaching, create a plexiglass partition if using an outdoor podium and speak only from this protected area during public speaking portions (similar to partitions devised for grocery stores and other public-facing businesses).
84. If ministers use wearable or portable microphones, do not share these devices between individuals; clean and disinfect microphones before and after use.

U. **Be Prepared to Promptly End the Service if Necessary**

85. Weather may be a significant factor for outdoor services; prepare contingencies depending on the forecast.
86. If church leadership becomes aware of a clear, immediate, and imminent threat to the safety of the attendees, or if church leadership becomes unable to follow the protocols listed above, be prepared to immediately disband the service.
87. Prepare in advance for a prompt and orderly end of the service, as weather or other factors may make this necessary.
88. Identify space that can be used to separate and obtain help for a person who may feel or become ill.

IV. After the Service

V. **Remind Invitees of the “To Do List: After the Service”**

89. Remind all attendees to take the clothing they wore to the service and wash it again after the service.
90. Ask any individual attending your service to contact the church immediately, and to seek medical advice, if they experience flu-like symptoms.²⁹

²⁷ Federal guidance recommends strongly considering wearing “face coverings” throughout the pandemic, see “Guidelines: Opening Up American Again” (Apr. 16, 2020), available at: <https://www.whitehouse.gov/openingamerica/>. The CDC has guidance on how to create an appropriate Face Covering, available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

²⁸ “Guidelines: Opening Up American Again” (Apr. 16, 2020), available at: <https://www.whitehouse.gov/openingamerica/>; see also, <https://www.coronavirus.gov/>.

²⁹ As of April 29, 2020, the CDC states symptoms of coronavirus include one of either (a) cough or (b) shortness of breath or difficulty breathing; or two or more of these symptoms: (a) fever, (b) chills, (c) repeated shaking with chills, (d) muscle pain, (e) headache, (f) sore throat, or (g) new loss of taste or smell. This list is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.



91. Update your emergency operations plan with the help of your local public health department, emergency operations coordinator or planning team, and other relevant partners to include COVID-19 planning; consult OSHA³⁰ guidelines, available at: <https://www.osha.gov/SLTC/covid-19/>.³¹

W. **To Do List for Church After the Service**

92. Advise your Worship Team to follow the same guidelines as other attendees.
93. If your church is providing outdoor seating, repeat cleaning and disinfecting of each chair after the service, according to CDC guidelines.³²

X. **Continue Alternative and/or Supplemental Measures**

94. Continue online services through streaming and social media to expand outreach to your community; PJI's online tutorial for live-streaming broadcast is available at www.pji.org.³³

Y. **Continue Community Outreach**

95. Direct (non-physical) communication and outreach throughout the pandemic is key.³⁴
96. Maintain dialogue with church leadership teams and parishioners; ensure community contact lists are up-to date and that 'calling trees'—or other practices to account for individuals who may be living alone, elderly, and/or vulnerable — are in place.

³⁰ Office of Occupational Safety and Health Administration (OSHA), an agency of the United States Department of Labor.

³¹ OSHA released a memo on "Interim Enforcement Response Plan for Coronavirus Disease 2019 (COVID-19)" (Apr. 13, 2020), available at: <https://www.osha.gov/memos/2020-04-13/interim-enforcement-response-plan-coronavirus-disease-2019-covid-19>; see also "Discretion in Enforcement when Considering an Employer's Good Faith Efforts During the Coronavirus Disease 2019 (COVID-19) Pandemic" (Apr. 16, 2020), available at: <https://www.osha.gov/memos/2020-04-16/discretion-enforcement-when-considering-employers-good-faith-efforts-during>; OSHA's general list of resources and information is available at: https://www.osha.gov/SLTC/covid-19/additional_resources.html.

³² CDC guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> (updated Apr. 29, 2020); see also: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>; see also: https://www.cdc.gov/coronavirus/2019-ncov/downloads/Mass-Gatherings-Documents_FINAL.pdf; see also: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/checklist.html>.

³³ PJI's online tutorial for live-streaming is available at: <https://www.pacificjustice.org/resources-for-churches/how-to-live-stream-a-church-service-during-covid-19-mass-quarantines/>.

³⁴ See U.S. Dept. of Health and Human Services, Center for Faith and Opportunity Initiatives (The Partnership), "COVID-19: Recommended Preventative Practices and FAQs for Faith-based and Community Leaders" (Mar. 17, 2020), available at: <https://www.hhs.gov/sites/default/files/3-17-20-faith-and-community-based-covid-19-faq.pdf>.



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CHECKLIST FOR CHURCHES

– REOPENING for INDOOR SERVICES –

May 2020

Many pastors and church leaders have reached out to us at the Pacific Justice Institute (PJI) with questions about *how to safely and legally reopen their churches*, following the unprecedented restrictions on everyday life, and on churches in particular, resulting from COVID-19 (novel coronavirus). We have prepared the attached resource to provide a checklist to consult in advance of reopening for indoor worship services, so church leaders can make wise, informed decisions for their congregations.

The checklist emphasizes recommendations to minimize health risks and legal risks in advance of reopening. This checklist draws from federal case precedent, federal guidelines, CDC guidance, OSHA guidance, state and local considerations, and valuable input from numerous pastors and church leaders. Please use this resource in conjunction with other resources, including those available at our website: www.pji.org.

These guidelines are not suggested as permanent church policies. Rather, they are suggestions for implementation when your state begins a phased reopening plan. If your state follows the federal phased plan published on April 16, “Guidelines: Opening America Again,” the following checklist is suggested for consultation during Phase One and Phase Two. *(cont. next page)*



PJI has been advising numerous church leaders navigating this crisis. For over twenty years, we have assisted thousands, including church leaders and pastors, with a wide range of issues involving religious freedom and civil rights. PJI is a non-profit 501(c)(3) legal defense organization that works diligently, *always without charge*, to provide our clients with all the legal support they need. We have tremendous leverage in our litigation budget with multiple offices throughout California, Oregon, Washington, Nevada, and Colorado and the *largest Affiliate Attorney Network* on the West Coast – hundreds nationwide!

The dynamic nature of the pandemic makes this situation fluid and subject to continuing updates. Please reach out to us directly with any questions you may have regarding compliance with your state and local guidelines.

Please do not hesitate to **contact the Pacific Justice Institute toll free at 888-305-9129.**

Sincerely,

Brad Dacus, President



CHECKLIST FOR CHURCHES **– INDOOR SERVICES –**

I. Plan and Prepare: Church Leadership and Administration

A. CDC and Federal Guidelines

1. Visit the CDC's¹ website for relevant updates on coronavirus and social distancing: www.cdc.gov/coronavirus. The CDC advises that part of social distancing is limiting face-to-face contact with other people and staying at least six (6) feet, or about two (2) arms' length, from other individuals, except for individuals with whom you do live (Households).²
2. Review federal guidance, available at: www.coronavirus.gov.

B. State Guidelines

3. Review all relevant state guidelines regarding churches, gatherings, and social distancing.³
4. Review PJI state-specific memos as relevant to your church, available at: www.pji.org;⁴ obtain legal or other professional advice as necessary.
5. Reach out before reopening for worship services to seek relevant assistance from legal and other professionals and situation-specific advice.

¹ Centers for Disease Control and Prevention (CDC).

² The CDC explains that "Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home." The CDC advises that part of practicing social or physical distancing includes staying at least six (6) feet, or about two (2) arms' length, between you and individuals outside of your home (non-Household individuals). More information from the CDC is available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.

³ The CDC provides a directory of state public health authorities, available at: <https://www.cdc.gov/publichealthgateway/healthdirectories/index.html>.

⁴ State-specific memos addressing coronavirus-related restrictions are available at: <https://www.pacificjustice.org/resources/for-churches/legal-insider-covid-19/>. Reach out directly to PJI with questions at: <https://www.pacificjustice.org/get-help/request-legal-assistance/>.



C. **Local Guidelines**

6. Review any local guidelines relevant to your church.⁵
7. Reach out to local law enforcement in advance of a service, if there are concerns regarding compliance with applicable regulations.

D. **Insurance Policies and Compliance**

8. Review any relevant insurance policies relating to your church, employees and facilities.
9. Communicate directly with your policy provider if you have any questions or need clarity on your policy.
10. Review and revise your employee handbook, as necessary, to include guidance on social distancing and updated policies and procedures.
11. Review expectations with pastors, staff, choir members, ushers, volunteers and other members of the worship team (Worship Team) in advance of service. For example, review social distancing guidelines and requirement of hand washing with soap and water for at least 20 seconds.⁶
12. Review social distancing expectations with Worship Team. For example, the Worship Team should each maintain at least six (6) feet of space between them and should wear masks or face coverings as described by the CDC⁷ (Face Coverings) throughout the church service.
13. Ask all members of your Worship Team who will be moving in the public space during the service to wash the clothing, immediately prior to the service, that they will wear at the service.
14. Document updates to policies, meetings to share this information and how this information was disseminated.

E. **Local Outreach**

15. Discuss local considerations with other churches to collaborate and share concerns and ideas.
16. Consider reaching out to any neighbors near your church who may have questions about your reopening for a church service; open a dialogue with

⁵ In addition to a directory of state public health authorities, the CDC also includes a directory of local public health authorities, available at: <https://www.cdc.gov/publichealthgateway/healthdirectories/index.html>.

⁶ Please review the CDC Guidance on hand washing, available at: <https://www.cdc.gov/handwashing/when-how-handwashing.html>.

⁷ Federal guidance recommends strongly considering wearing “face coverings” throughout the pandemic, see “Guidelines: Opening Up America Again” (Apr. 16, 2020), available at: <https://www.whitehouse.gov/openingamerica/>. The CDC has guidance on how to create an appropriate Face Covering, available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.



neighbors (particularly those who may be hostile to reopening the church) to address and respond to any concerns they may have in advance of the service.

F. Clean and Disinfect

17. Review and follow CDC guidelines to disinfect interior spaces thoroughly.⁸
18. Review and follow available state guidelines on cleaning interior spaces and surfaces.
19. Consider whether “deep- cleaning”⁹ is an appropriate precaution for your church; expect that this will take multiple hours and be prepared to document this with the use of professional services.
20. Follow these full cleaning procedures before and after every service or other use of the indoor space.
21. Consider whether the bathroom will need to be cleaned after each individual use.

II. Send Invitations to Parishioners

G. Send Invitations to Parishioners

22. Send direct invitations to parishioners in advance of a planned service.
23. Include pre-attendance guidance on your church’s website and in any direct mailings with invitees; include guidance from CDC, state and local guidelines, and this checklist.
24. Know in advance expected turnout to plan interior layout of church; revise plans for a scheduled service based upon RSVP responses with planned accommodations for possible visitors, if necessary.
25. Consider a “soft launch” service with a very limited number of individuals, as well as a rehearsal prior to the service, before expanding the number of invitations sent to parishioners.
26. Depending on the size of your congregation, consider asking or assigning parishioners to attend specific services to control numbers at services.

⁸ CDC guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>; see also: https://www.cdc.gov/coronavirus/2019-ncov/downloads/Mass-Gatherings-Documents_FINAL.pdf; see also: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/checklist.html>.

⁹ Watch PJI video conference titled “How to Safely and Legally Reopen Your Church” (Apr. 23, 2020) for discussion of the Kansas TRO which required deep cleaning (*First Baptist Church v. Kelly*, No. 20-1102-JWB, 2020 U.S. Dist. LEXIS 68267 (D. Kan. Apr. 18, 2020)), available at: www.pji.org.



H. **General Advice for Invitees**

27. Remind invitees to continue to follow applicable “stay at home” and other restrictions from state and local orders before and after a scheduled service.
28. Remind invitees to follow all CDC and state guidelines on social distancing and good hygiene.
29. Advise any individual who is “at higher risk for severe illness” not to attend (see <https://www.cdc.gov/coronavirus>); the CDC includes in this category older adults and individuals with underlying medical conditions (including, for example, asthma, HIV, diabetes, obesity, cardiovascular disease and/or cancer).¹⁰
30. Advise invitees of all potential risks to provide them with the fullest amount of information and safety advice available; to be included with invitation to parishioners.

I. **Specific Advice for Invitees**

31. Ask invitees to confirm that no member planning to attend is known to have had any contact with known COVID-19 confirmed cases in the past 21 days.
32. Include in the invitation a specific “To Do Checklist” for all attendees; this will provide invitees with advice for before, during and after the service.
33. Ask invitees to RSVP at least 24-hours in advance of the scheduled service, to facilitate planning by church leadership.
34. Advise invitees that they are welcome to attend without an RSVP, but their seating may not be guaranteed, and they may need to attend ‘virtually’ from their car or home if space capacity is reached.

J. **Explain Expectations and Social Distancing Protocols**

35. Detail planned procedures for entering and exiting parking lots; include a map with arrows showing flow of traffic if appropriate.
36. Detail planned procedures for entering and exiting the church building; include a map with arrows showing flow of foot traffic and aisles if appropriate.
37. Advise attendees not to engage in hand shaking or physical contact between Households as part of practicing social distancing.
38. Explain social distancing protocols in advance and ask families to discuss this guidance with their children; ask parents to consider whether these expectations are reasonable for their children in advance of attending the service.

¹⁰ More information from the CDC on individuals considered to be at higher risk for severe illness during the pandemic is available at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>.



K. Include a List Addressing “To Do Before the Service”

39. Ask parishioners to take temperature checks at their homes prior to attendance; ask parishioners to stay home if they have a fever or flu-like symptoms¹¹ and seek appropriate medical advice.
40. Ask parishioners to seek medical advice if they believe they may have a relevant underlying medical condition as defined by the CDC,¹² prior to undertaking any activity outside of the home.
41. Ask parishioners to refrain from food/drink immediately prior to service, unless medically necessary.
42. Ask parishioners to use bathroom immediately prior to leaving their homes to attend the service.
43. Ask parishioners to wash the clothes they will wear to the service prior to their attendance.
44. Ask attendees to bring their own PPE,¹³ including Face Coverings¹⁴ and gloves; provide links to medically sound tutorials¹⁵ on how to create homemade Face Coverings if necessary.

L. Include a List Addressing “To Do After the Service”

45. Remind all attendees to wash the clothing they wore to the service again after the service.
46. Ask any individual to contact the church immediately if they experience any flu-like symptoms¹⁶ and to seek medical advice.
47. Invite attendees to share reflections, comments, and suggestions directly with church leadership to foster ongoing dialogue during the pandemic.

¹¹ As of April 29, 2020, the CDC states symptoms of coronavirus include one of either (a) cough or (b) shortness of breath or difficulty breathing; or two or more of these symptoms: (a) fever, (b) chills, (c) repeated shaking with chills, (d) muscle pain, (e) headache, (f) sore throat, or (g) new loss of taste or smell. This list is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

¹² More information from the CDC regarding extra precautions and individuals at higher risk for severe illness is available at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>.

¹³ Personal Protective Equipment (PPE).

¹⁴ Federal guidance recommends strongly considering wearing “face coverings” throughout the pandemic, see “Guidelines: Opening Up American Again” (Apr. 16, 2020), available at:

<https://www.whitehouse.gov/openingamerica/>. The CDC has guidance on how to create an appropriate Face Covering, available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

¹⁵ See, e.g., U.S. Surgeon General Dr. Jerome Adams, “How to Make Your own Face Covering” (Apr. 3, 2020), available at: <https://www.youtube.com/watch?v=tPx1yqvJgf4>.

¹⁶ As of April 29, 2020, the CDC states symptoms of coronavirus include one of either (a) cough or (b) shortness of breath or difficulty breathing; or two or more of these symptoms: (a) fever, (b) chills, (c) repeated shaking with chills, (d) muscle pain, (e) headache, (f) sore throat, or (g) new loss of taste or smell. This list is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.



M. Post All Advice Publicly and Outside Church as a Reminder

- 48. Make signs visible for individuals with explanations of the protocol for the service.
- 49. Posted signs should give the same advice provided in previously sent invitations to parishioners.

N. Answer FAQs in Advance

- 50. Have a direct line of communication open to attendees in advance of the service for any FAQs.
- 51. Include a designated phone number, email address or website in the invitation you mail or post online to facilitate dialogue and prepare parishioners for changes in your worship service format, as compared to previous services.
- 52. Be prepared to respond to questions and adapt plans as relevant concerns arise; weather may be an additional consideration requiring flexibility.

III. Physical Layout: Interior Space and Outdoor Parking

O. Reduce Seating to Less Than 20% Total Capacity

- 53. While in the earlier stages of reopening, specifically Phase One and Phase Two of the Federal Guidelines,¹⁷ plan to significantly reduce attendance numbers for any service. For example, if the total capacity of a church is 300, no more than 50 persons should be expected to be in attendance at one time.
- 54. Review confirmed attendance from invitees and plan to space seating accordingly.
- 55. If pews are used for seating, use only every other (or every third) pew to facilitate at least six (6) feet distancing between individuals or Households.
- 56. If individual chairs are used for seating, use only every other (or every third) row of seating to facilitate at least six (6) feet distancing between rows of individuals or Households
- 57. Close any vestibule, foyer, or other common spaces to discouraging social congregating before or after the service.

¹⁷ "Guidelines: Opening Up American Again" (Apr. 16, 2020), available at: <https://www.whitehouse.gov/openingamerica/>; see also, <https://www.coronavirus.gov/>. The White House and CDC published federal guidelines to establish a model for easing restrictions and reopening the country (Federal Reopening Guidelines). If and when your state has moved out of Phase One and Phase Two under the Federal Reopening Guidelines, it may be possible to increase your church's seating capacity depending on your church's layout. Some states may establish their own phased reopening plans, in which case deference should be given to those state-specific reopening guidelines.



P. One-Way Only Entrance/Exit Doors and Aisles

58. Prop doors open to the church to avoid physical touching of door handles.
59. Clearly mark one-way only foot traffic inside the building; aisles between pews/chairs should be one-way only, with taped arrows or other clear indicators on the floor.
60. Clearly mark one-way only traffic for individuals to go to and from their vehicles if there is a parking lot attached to the church.
61. Mark an “entrance-only” door (or doors) and an “exit-only” door (or doors); these entrance-only and exit-only doors should be on opposite sides of the building.

Q. Use Tape to Mark Spacing, Both Inside for Seating and Outside for Parking

62. Mark out spacing for pews/seating with a minimum of six (6) feet in between individuals or Households.
63. Individuals or families that live together (Households) may sit closer together but allow the maximum social distancing possible in between individuals or Households.
64. If there is a parking lot connected to the church, use every other parking space (or every third, depending on the size of the spaces); clearly tape or mark off spaces not to be used by attendees.
65. If possible, have parking ushers and seating ushers to guide (from an appropriate distance) the flow of traffic in/out of the parking lot and in/out of the church.

R. Configure Physical Space in Advance

66. Increase ventilation as much as possible, opening windows and doors, weather allowing.
67. Consider not using central heating or cooling, weather allowing; replace standard grade air filters with HEPA¹⁸ filters, if possible.
68. Close any adjacent rooms or spaces not necessary for the worship service to encourage proper social distancing before and after the service.
69. Tape-off or otherwise close any outdoor playgrounds or other social space attached to the church premises.
70. Remind attendees not to socialize without proper physical distancing in the parking lot or other public spaces after the service.

¹⁸ High-efficiency particulate air (HEPA) filters.



S. Modify Bathroom Space in Advance

71. Post signs on bathroom doors reminding parishioners they are only to be used in case of necessity.
72. Prop main door open (to avoid touching door handles) if there are individual stalls/urinals.
73. If there are multiple bathroom stalls, close every other stall (with tape or signs) so that they are not to be used to maximize social distancing.
74. If there are multiple bathroom sinks, close every other (with tape or signs) in order to maximize social distancing.
75. As per invitations to parishioners, bathrooms should only be used in case of emergency.
76. Consider reducing the length of your service to accommodate the physical needs of parishioners, especially older and younger individuals.

T. Do Not Distribute or Pass Physical Items

77. If a form of communion is administered, it must be done without requiring parishioners to touch a plate, food or cup that is also touched by another individual; consider the use of individual, prepackaged communion.
78. Avoid direct physical contact between households; remind parishioners to refrain from embracing, shaking hands, or other forms of physical contact.
79. Do not distribute physical bulletins.
80. Do not pass a physical collection plate, basket or other offering during the service.
81. Make online donations available before and after the service; make a tithe drop box available for parishioners to deposit tithes when entering and/or exiting the church.

U. Make PPE, including Face Coverings, available for individuals

82. Federal guidelines suggest Face Coverings¹⁹ be worn in public places during all phases of the pandemic.
83. Offer hand sanitizer throughout the building; the CDC recommends sanitizer have a minimum of 60% alcohol.²⁰

¹⁹ Federal guidance recommends strongly considering wearing “face coverings” throughout the pandemic, see “Guidelines: Opening Up America Again” (Apr. 16, 2020), available at: <https://www.whitehouse.gov/openingamerica/>. The CDC has guidance on how to create an appropriate Face Covering, available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

²⁰ The specific CDC guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>.



V. Prepare with your Worship Team in advance

84. Keep your Worship Team, including choir members, physically spaced to observe proper social distancing.
85. Wear Face Coverings at all times, including when singing and preaching.
86. As a potential alternative to wearing a Face Covering while preaching, create a plexiglass partition for the pulpit and speak only from this protected area during public speaking portions (similar to partitions devised for grocery stores and other public-facing businesses).
87. If ministers use wearable or portable microphones, do not share these devices between individuals; clean and disinfect microphones before and after use.

W. Be Prepared to Promptly End the Service if Necessary

88. If church leadership becomes aware of a clear, immediate, and imminent threat to the safety of the attendees, or if church leadership becomes unable to follow the protocols listed above, be prepared to immediately disband the service.
89. Prepare in advance for a prompt and orderly end of the service, if necessary.
90. Identify space that can be used to separate a person who may feel or become ill.

IV. After the Service

X. Remind Invitees of the “To Do List: After the Service”

91. Remind all attendees to take the clothing they wore to the service and wash it again after the service; advise Worship Team to follow the same guidelines as other attendees.
92. Ask any individual to contact the church immediately, and to seek medical advice, if they experience flu-like symptoms.²¹
93. Update your emergency operations plan with the help of your local public health department, emergency operations coordinator or planning team, and other

²¹ As of April 29, 2020, the CDC states symptoms of coronavirus include one of either (a) cough or (b) shortness of breath or difficulty breathing; or two or more of these symptoms: (a) fever, (b) chills, (c) repeated shaking with chills, (d) muscle pain, (e) headache, (f) sore throat, or (g) new loss of taste or smell. This list is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.



relevant partners to include COVID-19 planning; consult OSHA²² guidelines, available at: <https://www.osha.gov/SLTC/covid-19/>.²³

Y. **To Do List for Church After the Service**

94. Repeat facility cleaning in a manner following the same pre-service procedures, including CDC guidance.²⁴

Z. **Continue Alternative/Supplemental Measures and Community Outreach**

95. Continue online services through streaming and social media to expand outreach to your community; PJI's online tutorial for live-streaming broadcast is available at www.pji.org.²⁵

96. Consider parking lot services or drive-in broadcasts following similar protocols.²⁶

97. Consider the relevant noise ordinances and FCC broadcasting requirements (Part 15) if undertaking a radio transmission service; alternative media through Zoom may also be possible.

98. Direct (non-physical) communication and outreach throughout the pandemic is key.²⁷

99. Maintain dialogue with church leadership teams and parishioners; ensure community contact lists are up-to-date and that 'calling trees'—or other

²² Office of Occupational Safety and Health Administration (OSHA), an agency of the United States Department of Labor.

²³ OSHA released a memo on "Interim Enforcement Response Plan for Coronavirus Disease 2019 (COVID-19)" (Apr. 13, 2020), available at: <https://www.osha.gov/memos/2020-04-13/interim-enforcement-response-plan-coronavirus-disease-2019-covid-19>; see also "Discretion in Enforcement when Considering an Employer's Good Faith Efforts During the Coronavirus Disease 2019 (COVID-19) Pandemic" (Apr. 16, 2020), available at: <https://www.osha.gov/memos/2020-04-16/discretion-enforcement-when-considering-employers-good-faith-efforts-during>; OSHA's general list of resources and information is available at: https://www.osha.gov/SLTC/covid-19/additional_resources.html.

²⁴ CDC Guidance is posted on PJI's website, www.pji.org, and directly from the CDC, available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf> and <https://www.cdc.gov/handwashing/when-how-handwashing.html>; see also: https://www.cdc.gov/coronavirus/2019-ncov/downloads/Mass-Gatherings-Documents_FINAL.pdf; see also: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/checklist.html>.

²⁵ PJI's online tutorial for live-streaming is available at: <https://www.pacificjustice.org/resources/for-churches/how-to-live-stream-a-church-service-during-covid-19-mass-quarantines/>.

²⁶ PJI hosted and recorded a video conference call addressing these topics on April 30, available at: <https://www.pacificjustice.org/resources/for-churches/zoom-video-on-how-to-host-drive-in-outdoor-church-services/>.

²⁷ See U.S. Dept. of Health and Human Services, Center for Faith and Opportunity Initiatives (The Partnership), "COVID-19: Recommended Preventative Practices and FAQs for Faith-based and Community Leaders" (Mar. 17, 2020), available at: <https://www.hhs.gov/sites/default/files/3-17-20-faith-and-community-based-covid-19-faq.pdf>.



practices to account for individuals who may be living alone, elderly, and/or vulnerable — are in place.

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