Instructions
This checklist is to be used for the purpose of assisting pastors in effectively planning for the safety of their members in a drive-in setting during COVID-19. This checklist is to be completed in conjunction with your written request to the AEC Administration for review and approval. Please review the list and implement measures and best practices.

Approval and Compliance
☐ Following CDC, Local and State Guidelines in relation to drive-in services or gathering limits
☐ Consulting FCC guidelines for allowable distances for radio transmitters
☐ Partnering with local public health authorities to assess the cases/infection rate in your locale

Submit a plan to AEC on how you will adhere to the items listed for your drive-in services

Logistics and Communication
☐ In-ear microphones to regulate noise levels for service participants
☐ Use signs to communicate important information to service attendees on safety and how to access service via radio/online
☐ Acquired FM radio transmitter or technology to effectively transmit sound
☐ Use screens/projectors to improve visibility for service attendees
☐ Assessed the capacity of parking lot to accommodate the number of vehicles and adjust the number of services accordingly
☐ Secured appropriate traffic control (off duty police or volunteer) to direct traffic in and out of the event
☐ Developed a clear evacuation plan in case of emergency
☐ Cars are to be parked so safe social distancing can be practiced
☐ Outline safety considerations as part of general announcements
☐ Only members of the same household should be in the same vehicles
☐ Attendees should know local emergency response information (e.g. ambulance, fire, police etc.)
☐ Educate parents that restraints (for minors) are not necessary when vehicles are not in motion
☐ Provide information related to the dangers of leaving vehicle windows open with high levels of exhaust being emitted

Restroom and Facilities Use
☐ Service duration is limited to 45 minutes to 1 hour
☐ Buildings are closed to all attendees
☐ Service attendees are encouraged to take care of their needs before attending drive-in services
☐ Prohibit the use of bathrooms for the duration of the service
☐ Make announcements and reminders regarding the closed restroom policies during the service for visitors

**Personal Mitigation Requirements**

☐ All attendees remain in their vehicles for the duration of the services
☐ Discourage the opening of windows for interactions (when talking to someone in another vehicle, ensure a mask or face-covering is worn)
☐ Social distancing guidelines are adhered to by everyone in attendance and those participating in the worship activities
☐ Encourage those who are in the vulnerable population (65 or older or have comorbidities) to watch services online

**Tithe and Offering Collection**

☐ Service attendees are encouraged to give online
☐ Encourage members to use their flashers to indicate whether or not they are donating
☐ While in-person tithe and offering collections are discouraged, if done, the collection tools and receptacles should have extended handles that will ensure safe social distancing adherence
☐ All volunteers/deacons engaged in the collection of tithes and offerings are equipped with appropriate PPE and other important gear (masks and gloves are required)
☐ Counters of tithes and offerings are supplied with gloves and masks which they wear at all times while carrying this out
☐ Assign someone to sanitize main access points to the buildings for volunteers going in and out of the building

**Praise Team, Media Team and Microphone Safety**

☐ Use of tape or cones to mark spaces for each participant ensuring exaggerated social distancing (minimum 10 ft apart), encourage praise team members to remain close to their assigned cones/markers
☐ Keep praise team performances to a minimum timeframe to limit or reduce the risk of exposure to their members
☐ Encourage members to use creative means such as flashing lights to express themselves throughout worship services
☐ Ensure there are adequate microphones for each participant in the service, label them in order to prevent the sharing of microphones
☐ Use disposable microphone covers that must be removed and disposed of after each service
☐ Limit the number of individuals who will have access to media rooms, ensuring that social distancing requirements are being adhered to
☐ Use disinfecting wipes to clean surfaces before touching media equipment
☐ Have a supply of face shields in stock for praise team for windy days
**Employee/Volunteer and Security**

- Use screening tools such as questionnaires for service participants each week
- Secure Personal Protective Equipment (PPE) for all Volunteers/Employees participating in the services
- Employ the services of off-duty police officer to provide assistance with adherence to social distancing guidelines as well as provide security services

This is to acknowledge that I have reviewed all the items included in this checklist. I hereby commit that these measures will be implemented as part of our safety measures for hosting a drive-in service at my church.

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**For Administration Use Only**

- Approved
- Not Approved
- Pending

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