Outdoor Service Church Service Readiness Checklist

Instructions
In response to the novel Coronavirus (COViD-19), this checklist is to be used for the purpose of assisting pastors to effectively plan around the safety of their members as they explore creative ways to worship in an out-door setting. Please review the list and develop a plan on how you will be implementing or incorporating these items in execution of your drive-in services. The items in red must be in place in order to secure the approval of AEC Administration. This checklist is to be completed along with your written request to the AEC Administration for approval.

Approval and Compliance
☐ Follow CDC, Local and State Guidelines in relation to outdoor services or gathering limits
☐ Partner 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 included in this list while conducting outdoor services
☐ Consult local laws in relation to noise ordinances for outdoor services

Logistics and Communication Recommendations
☐ Use screens/projectors to improve visibility for service attendees
☐ Determine the maximum number of attendees commensurate to the available space
☐ Assess the capacity of parking lot and space to accommodate the attendees and vehicles and plan for the number of services accordingly
☐ Secure appropriate traffic control personnel (off duty police or volunteer) to direct traffic in and out of the service
☐ Have a clear evacuation plan in case of emergency
☐ Seating arrangements should be set up in such a way that safe social distancing can be practiced
☐ Include safety reminders as part of general announcements during the services
☐ Only members of the same household should sit together during services
☐ Attendees should know local emergency response information (e.g. ambulance, fire, police etc.)
☐ Send a warning statement to all members which states the following:

Warning: Your participation in the outdoor services activity of our church will require the wearing of face masks at all times. You will be at risk of experiencing heat exhaustion. We recommend that you hydrate prior to attending services. If you have any lung or respiratory conditions, we recommend that you engage in our worship services online. The use of public restrooms also presents a risk and we encourage you to take care of your needs at home prior to attending outdoor services as our bathrooms are only available for emergency purposes.
**Restroom and Facilities Use**

- Service duration should be limited to 45 minutes to 1 hour
- Buildings should remain closed to all service attendees
- Service attendees should be encouraged to take care of their needs before attending outdoor services
- Prohibit the use of in-door bathrooms for the duration of the service
- Paper towels should be made available outside the restrooms for attendees to use on high-touch areas such as the door handles, faucets and toilet handles
- Bathrooms should be cleaned first and then disinfected (all-purpose cleaners are not disinfectants)
- Pay special attention to the kill-time for disinfectants and leave disinfectants on surfaces wet for up to 10 minutes to ensure effective disinfecting
- Use ready-to-use wet wipes to sanitize high-touch areas on a routine basis
- The use of foggers is recommended as a better option for disinfecting instead of disinfecting sprays
- Porta johns with built-in ventilation system and toilet lids are permissible for emergency use only (all precautions mentioned above should be taken when using of these portable restrooms)

**Personal Mitigation Requirements**

- Encourage those who are sick to stay home
- 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
- Parents of children are reminded to exercise appropriate restraint of their children to ensure they do not make physical contact with persons outside of their household
- To avoid heat exhaustion, ensure that services are held in a shaded area
- Require the wearing of masks or face coverings for all attendees above the age of 2
- All members should refrain from personal contact such as hugging, kissing or touching members outside of their household, maintaining 6ft of distance at all times.

**Tithe and Offering Collection**

- Service attendees are encouraged to give online
- Set up stationary receptacles for those are participating in in-person giving will walk up and drop their donations in receptacle
- Set up traffic control for members to participate in giving activities
- All volunteers/deacons engaged in the collection of tithes and offerings are to be equipped with appropriate PPE and other important gears (masks and gloves are required)
- Counters of tithes and offerings are supplied with gloves and masks which they wear at all times while carrying out this activity
- Restrict/limit access to buildings for employees and volunteers only
- Assign someone to sanitize main access points to the buildings for volunteers going in and out of the buildings

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

- Use tapes or cones to mark spaces for each participant ensuring exaggerated social distancing (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
☐ Discourage congregational participation in singing
☐ 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 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

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**Employee/Volunteer and Security**

☐ Use self-certification screening tools such as questionnaires for volunteers 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

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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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PRINT NAME OF PASTOR ___________________________ SIGNATURE ___________________________ DATE ____________

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**For Administration Use Only**

☐ Approved ☐ Not Approve ☐ Pending

ADMINISTRATOR SIGNATURE ___________________________ PRINT NAME ___________________________ DATE ____________