

LIST FOR GUIDANCE: CHURCH SERVICE

This list is **for guidance only and subject to change.**

Safety, above all, is paramount.

During these COVID times MNYS continues to recommend remote services as the best way to gather.

- Point person to check space in advance of the planned service and on the day of the service:
 - Air flow
 - Seating chart (6 foot distancing in all directions for all participants and guests) should be provided to point person prior to the service
 - Determine maximum capacity of the space and determine total number allowed to participate
 - If sanctuary is used every other pew should be blocked off (use decorative tape, ribbon, etc). Fellowship hall must observe social distance. Best to measure 6 foot minimum
 - Members of the same household may sit together in the same pew. Non-household members must be seated 6 feet apart
 - Microphones cannot be shared
 - Windows must be open for proper air flow
 - No air conditioning or use of fans
 - All surfaces and pews must be cleaned prior to and following the service
 - Hymnals may not be used, individual paper bulletins are recommended or digital display for all
 - Masks must be worn by all at all times and additional masks should be available onsite
 - Hand sanitizer provided at point of entry and by all handrails
 - Registration table – only guests listed in advance may enter
 - Touchless thermometer
 - No singing
 - No wind instruments
 - Clergy may unmask when speaking, preferable to provide 12 foot distance from all participants
- Screening questions should be read by attendees before entering and verbal confirmation of “no” answers given at the registration desk prior to entry. If any question is answered “yes” entry is not permitted. Guests must maintain social distance waiting to enter the premises.
- Track and trace form - all information must be completed prior to admittance, if Synod staff are present, a copy must be kept on file at MNYS office
- Allow proper “social distance” when attendees enter and exit the space.
- If communion is planned “bread alone” is preferable. If possible clergy should use empty pews to distribute communion rather than have guests moving around the space.
- If any post-service greeting is planned this should take place outside, socially distant, following all rules, no handshaking, hugging, etc.