

Way Forward Parish Plan - Team Checklist

Episcopal Diocese of Milwaukee

Parish _____

Date: _____

Review Team

A

B

C

Bold Items are Mandatory

1 Demographics

Total Membership

Members Over Age 60 (Higher Risk)

Clergy

Higher Risk?

Supply Clergy Used?

Frequency of Supply Clergy Use

2. Worship Spaces

Number of Spaces

Separate Entrances?

Frequency of Use

Social Distancing Capacities Addressed

Entry and Exit Addressed

Other Activities Addressed?

(Sunday School, Coffee Hour)

Space Isolation before Cleaning Addressed

Screening Questions?

Tenant Uses Addressed?

(AA, Other Congregations)

Ventilation within Worship Space(s) Addressed

**Air Conditioning and Heating Use
Addressed**

3. Worship Services

In Person Worship Phase Start

On-Line Worship Option Addressed?

Types and Frequency of Services Addressed?

Officiants Assigned?

Service Requirements Addressed

Music Addressed?

Bulletins and Removal of Books Addressed

Offering Collection Addressed?

3. Cleaning/Disinfection protocol? If you use a cleaning service, what are they able/ willing to do?

Cleaning Personnel Identified?

Cleaning Personnel higher Risk?

Disinfection Procedures Meet Requirements?

Spaces Isolated Properly Between Uses?

4. Protective Measures

Screening Requirements Addressed?

Masks Required?

Cleaning and Other Activities

Non- Compliance Procedures Addressed?

Procedures for People with Illnesses?

Provides CDC information on
CoVid Higher Risk Factors to participants.

Stay at Home - Those with
Higher Risk Factors Addressed

5. Coordination of Plan with Other Organizations

Local Health Department Contacted

Local Police Department Contacted

Record of Local
Review/Approval

Attendance Records Addressed?

Will Support Local Contact Tracing.

Insurance Company Coverage Reviewed

Detailed Comments.

Recommend:

Approval

☐

Approval with Conditions

☐

Resubmittal:

☐