## Way Forward Parish Plan - Team Checklist
**Episcopal Diocese of Milwaukee**

<table>
<thead>
<tr>
<th>Parish</th>
<th>Review Team</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
</tr>
</tbody>
</table>

### 1. Demographics

- **Total Membership**
- **Members Over Age 60 (Higher Risk)**

### 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?
- 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
- Attendance Records Addressed?
- Will Support Local Contact Tracing.
- Insurance Company Coverage Reviewed
Detailed Comments:

Recommend:  

Approval  

Approval with Conditions  

Resubmittal:  