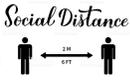


# Implementation Checklist

The church's response to reopening our church buildings to mitigate the spread of Covid19 should emphasize **"protecting the most vulnerable"** (D&C 164:6a) in our congregations, cities, towns, and villages. The following implementation guidelines are intended to provide as-safe-as-possible environment for physical gathering. It is expected that congregations will follow government guidelines and recommendations. Please, contact your Field Support Minister or Apostle if you have any questions or concerns.

May these guidelines assist local leaders in making responsible decisions that will care for the spiritual and physical needs of all people.

	Check	Directions
<b>General Church Facility</b>		
<b>Cleaning and Sanitizing</b> 		Follow the cleaning and sanitizing guidelines. Complete the Cleaning Record checklist before & after each meetings/gathering. Including restrooms, kitchen, classrooms and any other rooms in the building. There is no need to sanitize the building if it has been empty or unused for at least 7 days.
<b>Health Officer</b> 		Appoint a Health Officer to ensure all site requirements are in place before opening. This person is responsible to immediately notify the pastor if a problem arises and someone needs to be asked to leave, or that the gathering needs to end.
<b>Signs</b>		Post signs in front of building such as physical distancing guidelines, wearing face covering and stay home if you're sick or show symptoms indicated in the CDC website at <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a>
<b>Attendance</b> 		Keep an attendance record. Complete the Participant Tracking list during each gatherings.
<b>Hand Sanitizer Stations</b>		Provide hand sanitizer(with 60%+ alcohol) stations in multiple locations.
<b>Face Masks</b> 		All participants should wear a face mask/covering if indicated by local governments. Offer free face masks at the entrance of the facility for those without one.
<b>Printed Materials</b> 		Remove all pens, information cards, worship bulletins, hymnals, Bibles, any printed materials or literatures from seats/pews.
<b>Ventilation</b>		Increased ventilation, either through ceiling fans, open windows or continuous air filtration through HVAC.
<b>Food</b> 		Avoid preparing or bringing food in facilities (no potlocks or any meals). Turn off any drinking fountains, vending machines or any food distributing devices (Coffee/Tea pots, percolators, gumball machines, candy bowls, ect...)
<b>Sanctuary/Worship</b>		
<b>Bulletins</b>		Suspend the use of Bulletins or inserts. Project order of worship or email/text order of worship ahead of time.
<b>Social, Greetings &amp; Classes</b>		Avoid any indoor social crowding, class settings and maintain social distancing when greeting each other before and after the worship service.
<b>Singing</b> 		Refrain from singing. Project hymn lyrics with music or play meditation music or recordings of a member singing. Still comply with copyright rules.
<b>Seating Arrangements</b>		Family members within a household can sit together with 6 feet/2 metres empty spaces on either side. Consider ropping off/Covering or removing some seatings to allow for physical distancing.
<b>Attendance</b>		Follow local government guidelines for seating capacity (at least 30%). Continue to offer online worship if possible.
<b>Communion</b>		Refrain the use of our communion plates and trays for the Lord's Supper. Have participants bring their own emblems. Or have one priesthood member wearing latex gloves and a face covering handing individual purchase packages/containers.
<b>Sacraments</b> 		Other sacraments that involve touch or proximity should be delayed until physical distancing requirements are suspended by local or national governments and health organizations. Requests for individual exceptions for other sacraments should be directed to the supervising apostle, who will consult with the First Presidency before responding.
<b>Disciples Generous Response</b>		Remove all envelopes from pews/seats. Arrange one location with a receptacle to receive offering. Preferably close to the exit of the sanctuary or the building. <b>Encourage E-Tithing</b>
<b>Worship Duration</b>		Limit the worship time to 45 minutes. Avoid any social gatherings, class settings or greetings before and after the worship inside the building.