

## **Sample Church Pandemic Action Plan with Coronavirus (COVID-19)**

This policy is modified from School Districts Pandemic Action Plan to fit the needs of a congregation. Pay attention to the actions of your neighborhood school district's level adjustment, and local and state health agencies' messages. COVID-19 is spreading fast and with it, health care posts. Additional information from Presbyterian Disaster Assistance (PDA) has been incorporated. Your session may adapt this policy as critical information becomes available.

### **Level 1: Monitoring**

- Church open
- Increase sanitation practices throughout the building
- Increase food handling precaution (including Communion elements)
- Encourage those who are ill, medically vulnerable, and those who have traveled to infected areas to stay home
- Emergency Response Team meets to coordinate preparedness plan
- Work with Pastors, Deacons, and other leaders to begin ways to care for the church community spiritually in a time of heightened anxiety, isolation, and increased illness
- Communicate plan to the congregation

### **Level 2: Limiting**

- Church open for all church activities only (no outside users – reschedule as possible)
- Continue increased sanitation practices
- Further increase food handling precaution (only pre-packaged, single serve food used or food prepared in kitchen with Safe Serve practices, served by gloved servers)
- Begin encouraging non-essential ministries to postpone activities on their own to prevent community spread

### **Level 3: Postponing**

- Church open only for worship, essential leadership functions (staff and boards), and preschool
- All non-essential meetings and gatherings postponed and rescheduled if possible
- Begin to find ways to gather using technology, including church visits postponed
- Encourage safe distancing in worship gatherings, or private ceremonies as funerals
- No food will be served

### **Level 4: Closing**

- Church building closed, designated person monitors building, reports to board
  - Staff and leaders work from home where applicable
- Care for employed support and leave taking, if unpaid  
Offerings charged or held, not yet mailed
- Institute modified worship service in online capacity, set up calling tree

Refer questions to the Executive Presbyter ([ep@presbynyc.org](mailto:ep@presbynyc.org)) or the Stated Clerk ([sc@presbynyc.org](mailto:sc@presbynyc.org)) or leave us a message 212-870-2221.