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## Checklist for Communities of Faith

Centers for Disease Control and Prevention

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# Coronavirus Disease 2019 (COVID-19)

## Checklist for Communities of Faith

Communities of faith are encouraged to use this checklist to protect the health of their staff and congregants during the coronavirus disease 2019 (COVID-19) pandemic. For detailed information, see CDC's [Interim Guidance for Communities of Faith](#). Also, [view](#) information from the U.S. Department of Health and Human Services (HHS) that includes recommended preventive practices and FAQs for faith-based and community leaders.

### Plan and Prepare

- ✓ Update your emergency operations plan with the help of your local public health department, emergency operations coordinator or planning team, and other relevant partners to include COVID-19 planning. Be sure to include plans on how to protect staff and congregants at [higher risk for severe illness](#) from COVID-19.
- ✓ Designate a staff person to be responsible for responding to COVID-19 concerns. Staff and congregants should know who this person is and how to contact them if they become sick or are around others diagnosed with COVID-19. This person should also be aware of state or local regulatory agency policies related to group gatherings and other applicable state and local public health guidance and directives.
- ✓ Identify space that can be used to separate sick people, if needed, and make plans for safely transporting them to their home or a healthcare facility, notifying the health department, and [cleaning and disinfecting the facility](#) after they have left.
- ✓ Develop an [emergency communication plan](#)  [PDF – 1 page] for distributing timely and accurate information to staff, congregants, and others who use your facility.
- ✓ Identify actions to take if you need to temporarily adjust operations, and be sure to account for staff and congregants who need extra precautions.
- ✓ Promote the practice of everyday preventive actions:
  - Frequently [wash hands](#) with soap and water for at least 20 seconds. If soap and water are not readily available, use hand sanitizer with at least 60% alcohol.
  - [Cover coughs and sneezes](#) with a tissue or use the inside of your elbow. Throw the tissue in the trash and immediately wash your hands.
  - Practice [social distancing](#), that is, maintain at least six feet between people not living in the same household.
  - Encourage the use of [cloth face coverings](#) among staff and congregants, noting that cloth face coverings should not be placed on children younger than 2 years old, anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove it without assistance.
  - [Clean](#) and disinfect frequently touched objects and surfaces.
  - [Stay home when sick](#).

Find freely available CDC print and digital resources that promote these preventive actions on [CDC's COVID-19 communications main page](#).

- ✓ Have COVID-19 prevention supplies available for staff and others who come to your facility (e.g., soap, water, hand sanitizer that contains at least 60% alcohol, tissues, no-touch trash cans). Keep a few disposable cloth face coverings in stock for those who need them.
- ✓ Plan for staff absences by developing flexible attendance and sick-leave policies, plan for alternative coverage, and monitor and track COVID-19-related staff absences.
- ✓ Offer support to groups of people stigmatized by COVID-19 and speak out against negative behaviors to help counter stigma and discrimination.

## Take Action

If there are people in your community who have COVID-19:

- ✓ Stay informed about local COVID-19 information and updates; check for updates from local health and other authorities.
- ✓ Put your emergency operations and communication plans into action, including notifying local health officials and alerting staff and congregants who may have been exposed to COVID-19.
- ✓ Communicate with your staff, congregants, and others using your facility if you need to adjust operations.
- ✓ Encourage staff and congregants to talk with people they trust about their concerns and how they are feeling. Consider posting signs displaying the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.
- ✓ Emphasize the everyday [preventive actions](#) listed above through intensified communications with staff, congregants, and others who use your facility.
- ✓ If someone becomes sick while at your facility, separate them into an isolated room and safely transport them home or to a healthcare facility as soon as possible. Notify the health department and follow CDC guidance on [cleaning and disinfecting](#) the building where the individual was present.

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