



# COVID-19 Reentering, Reopening, Reimagining Plan

## *This is how we love one another*

The following information is to aid the RRR Task Force and Bishop to evaluate your congregation's COVID-19 Reentering, Reopening, and Reimagining (RRR) Plan for approval. Prior to completing this application, please read the Report and Recommendations from the Task Force for Re-entering, Re-opening, and Re-imagining for the Diocese of New Jersey. We expect this questionnaire to help you to organize information for your congregation's full plan. You are encouraged to share your full plan with the RRR Task Force as well.

*When complete, mail this form to:*

*Ann Notte <[anotte@dioceseofnj.org](mailto:anotte@dioceseofnj.org)>  
Episcopal Diocese of NJ  
808 W. State Street  
Trenton, NJ 08618*

As you develop your plan and complete this questionnaire, please always be mindful that this whole process is rooted in how we love one another.

Church Name and Address

Address Line 1

Address Line 2

City

ZIP Code

# Section 1: Contact Info

Contact (Rector, Priest-in-Charge, or Warden Only)

Prefix (optional)

First Name

Last Name

Title

Preferred Phone

Alternate Phone

Preferred Email

Alternate Email

## Section 2: Alternate Contact Info

Alternate Contact (Rector, Priest-in-Charge, or Warden Only)

Prefix (optional)

First Name

Last Name

Title

Preferred Phone

Alternate Phone

Preferred Email

Alternate Email

## Section 3: Who will oversee the execution of Diocesan directives, protocols, and guidelines?

The primary contact already listed

The alternate contact already listed

Someone else



## Section 3a: Process Oversight Contact

Contact

Prefix (optional)

First Name

Last Name

Title

Preferred Phone

Alternate Phone

Preferred Email

Alternate Email

## Section 4: Reopening Info #1

*Please refer to the General Guidelines beginning on page 6 in the [Report and Recommendations from the Task Force for Re-entering, Re-opening, and Re-imagining for the Diocese of New Jersey](#).*

Proposed reopening date for in-person worship

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List your proposed weekly worship schedule, including: day of week and time; type of service (Eucharist, Morning Prayer, etc); whether virtual or in-person; and projected attendance for in-person services.

Day

Time

<input type="text"/>	:	<input type="text"/>	<input type="text"/>
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in-Person/Virtual Service

Projected Attendance

Day

Time

:

in-Person/Virtual Service

Projected Attendance

Day

Time

:

Projected Attendance

Day

Time

:

in-Person/Virtual Service

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If you need more space, continue listing your proposed weekly worship schedule, including: day of week and time; type of service (Eucharist, Morning Prayer, etc); whether virtual or in-person; and projected attendance for in-person services.

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List other activities for which your congregation will regularly utilize your buildings. List day of week and time; frequency; type of activity; and projected attendance.

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Will your church office be staffed?

Yes

No

If yes, please describe that staffing (who, schedule for each person)

Are the liability and property insurance coverages current for your church?

No

Yes

Has the Vestry or equivalent body agreed to abide by the Diocesan directives, guidelines, and protocols for re-entering, re-opening, and worship that are in place at this time, and intend to abide by later iterations of those directives, guidelines, and protocols when published?

No

Yes

Do you anticipate needing financial assistance for compliance with Diocesan directives, guidelines, and protocols for re-opening, re-entering, and worship?

No

Yes



What plans are in place in the event that your clergy become(s) exposed to COVID-19 or must be quarantined for a period of not less than 14 days?

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## Section 5: Reopening Info #2

List all clergy, wardens, and leaders responsible for creating and carrying out the plan, and the date when they completed the required training in Diocesan protocols for re-entering and re-opening.

Name

First Name

Last Name

Position

Date of Training



First Name

Last Name



First Name

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First Name

Last Name

If needed, list additional people responsible for creating and carrying out the plan, and the date when they completed the required training in diocesan protocols for re-entering and re-opening

## Section 6: Tenants and Guest Groups

Please refer to pages 9-11 and page 22 of the [Report and Recommendations from the Task Force for Re-entering, Re-opening, and Re-imagining for the Diocese of New Jersey.](#)

Tenant name

When/Frequency

Space Used

Number of People

Tenant 2

When/Frequency

Space Used

Number of People

When/Frequency

Space Used

Number of People

Tenant 4

When/Frequency

Space Used

Number of People

List additional tenants here if necessary

If a Tenant is a Nursery or Pre-school, give a brief description of their preparations for meeting the appropriate guidelines for their operation

Are the liability and property insurance coverages current for each tenant/ guest group and do you have proof of coverage indemnifying your congregation?

No

Yes

Do all tenants/ guest groups have a current shared use agreement with your congregation, updated to include distancing and contact tracing plans?

No

Yes

Has each tenant or guest group been provided a copy of Diocese of New Jersey COVID-19 Guidelines for Tenants and Guest Groups?

No

Yes

## Section 7: Communications

Please refer to pages 6-9 and Appendix D of the [Report and Recommendations from the Task Force for Re-entering, Re-opening, and Re-imagining for the Diocese of New Jersey.](#)

What communication tools will the congregation utilize to advise potential attendees of church entrance requirements, capacity limitations, behavioral expectations, and remote worship alternatives?

posters/signage

email

text/SMS messaging

telephone calls

mailings

Facebook

Twitter

announcements during worship & gatherings

website

Describe how guidance /requirements for distancing, navigation, masks and/or gloves, and other expected behaviors will be communicated in and around church buildings



How will it be communicated that maximum worship capacity has been reached?

How will before and after service gatherings be discouraged inside and outside of the buildings?

What alternatives will be offered for remote viewing/listening for people who choose not to attend or are unable to attend?

Explain what challenges your congregation may face in providing alternative accessibility to worship and sacraments

## Section 8: Cleaning and Disinfecting

Please refer to pages 12-13 of the [Report and Recommendations from the Task Force for Re-entering, Re-opening, and Re-imagining for the Diocese of New Jersey](#).

Cleaning and disinfecting will be carried out by (check all that apply):

Church volunteers

Church staff

Contracted cleaning service

Describe your policy and schedule for cleaning between meetings, worship services, or other gatherings

Describe any policy to be implemented for bathroom use and ongoing cleaning/disinfection

What provisions have been made to ensure an adequate, ongoing supply of masks, gloves, hand sanitizer, disinfectant cleaning wipes, and disinfectant cleaning products?

### Section 8a: If a contracted cleaning service is to be used, provide details:

Company Name

Contact Name

Telephone Number

Email

Website

Insurance Carrier

## Section 9: Case Contingency

Please refer to pages 10-11 of the [Report and Recommendations from the Task Force for Re-entering, Re-opening, and Re-imagining for the Diocese of New Jersey.](#)

What is your process for an individual who has been in your building to report a COVID-19 infection or exposure, after the fact?

Describe how the contact details for attendees and visitors will be collected and stored.

Who is responsible for contacting attendees and visitors in the event that a COVID 19 infection or exposure is reported by a church visitor/attendee after the fact?

*NOTE: You must inform the Bishop's office in the event an infection or exposure is identified.*

## Section 10: Worship Capacity Considerations

Please refer to pages 6-7 and pages 17-20 of the [Report and Recommendations from the Task Force for Re-entering, Re-opening, and Re-imagining for the Diocese of New Jersey](#).

What is the capacity of your main worship space as approved by your occupancy certificate?

What is the maximum church seating capacity with 6-foot spacing all around individuals (does not apply to members of the same domicile)?

Attach a simple diagram of the proposed seating and traffic flow to maintain 6-foot spacing during entry, exit, and communion

Maximum altar capacity of altar area with 6 foot spacing

Attach a simple diagram of the positioning of the altar party.

Maximum choir/musician capacity (if separate from altar area) with 30 foot clearance for singers and wind instruments and 6 feet for other instruments

Attach a simple diagram of the positioning of choir and musicians in relationship to each other and congregation.

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How will spacing/distancing be reinforced and administered?

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How will Communion be distributed including by whom?

## Section 11: Sign and Submit

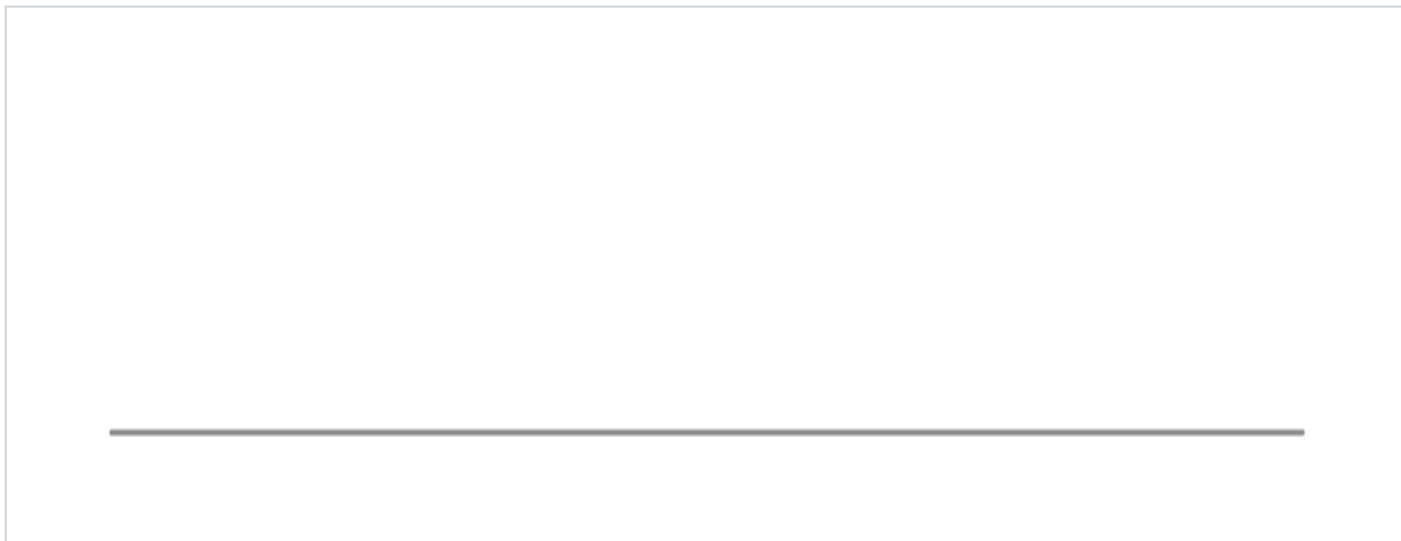
Warden's Signature (All Congregations) \*

A large rectangular box with a thin grey border, intended for drawing a signature. A solid horizontal line is drawn across the lower portion of the box, serving as a guide for the signature's length.

[\[clear\]](#)

Use your mouse or finger to draw your signature above

Rector/Vicar/Priest-in-Charge Signature (if applicable)

A large rectangular box with a thin grey border, intended for drawing a signature. A solid horizontal line is drawn across the lower portion of the box, serving as a guide for the signature's length.

### Things to consider before you submit this form

1. Review all pages of the form to confirm that you have answered all questions
2. Upon submission, the form goes to the RRR Task Force for review. The Task Force hopes to respond within 72 hours