



Checklist to prepare your place of worship for gatherings during COVID-19

This checklist accompanies the Western Cape Department of Health Circular H 123 of 2020: Guidelines for the prevention and management of COVID-19 infection at places of worship in the Western Cape.

It complies with the principles of infection prevention for COVID-19:

- If you are sick, stay at home.
- Maintain physical distancing - at least 1,5 metres apart from others - at all times.
- Cough into your elbow.
- Do not touch your face with unwashed hands.
- Wash your hands often with soap and water or use hand sanitiser.
- Wear a cloth mask when out in public.
- Those over 55 years or who have a chronic condition are at risk of severe COVID-19 and need to take extra precautions to avoid COVID-19.

Risk assessment	
Have you conducted a risk assessment of your place of worship and its processes to identify areas and interactions that need to be addressed to avoid spreading COVID-19?	
Alternative approaches to gathering	
Is the delivery of remote services (via video conference, radio, social media, drive-in) possible, especially for those at risk of severe COVID-19?	
Do you have plans to stagger attendance to limit numbers at one gathering?	
Do you have plans to stagger services?	
Do you have plans to limit the length of services?	
Have rituals that require congregants to be in close proximity or to touch the same objects been adapted to allow for physical distancing and avoidance of touching these objects?	
Communication	
Are communication channels established to communicate with congregants? (via email, social media, text messages)	
Is signage in place in your place of worship at the entrance and key points to indicate:	
Flow of congregants?	
Queue distancing?	
Handwashing stations?	
How to wash/sanitise hands?	
Where to sit/stand and where to avoid sitting/standing?	
Key messages around COVID-19 prevention?	
Number of people allowed in the place of worship?	
Message to those at risk of severe COVID-19 to stay home?	

Staff	
Has a risk assessment of staff been completed?	
Have working arrangements of those staff at risk of severe COVID-19 been adjusted to minimise contact with the public?	
Has education of staff occurred about COVID-19 and prevention measures?	
Do all staff know to not report to work if unwell?	
Is a staff screening process for COVID-19 symptoms in place?	
Is a protocol in place to manage a staff member who screens positive for COVID-19 symptoms?	
Have working arrangements been adjusted to limit transmission of COVID-19 among all employees (including when taking breaks)?	
Do staff have cloth face masks and do they know how to use them properly?	
Congregants	
Is a protocol in place to manage a congregant who screens positive for COVID-19 symptoms at the place of worship?	
Do you have a register of congregants ready for use at each place of worship gathering?	
Cleaning of hands	
Are hand washing/sanitising stations prepared at facility entrance and other relevant points in the place of worship?	
Do the bathrooms contain adequate supply of water, soap, hand sanitiser and paper towels?	
Do the bathrooms contain a large closed bin (lined with a plastic bag) to discard paper towels?	
Physical distancing	
Do you have a plan for managing the crowd to ensure physical distancing (at least 1,5m apart) at all times during a ceremony or service?	
Is the direction of congregant flow demarcated where needed?	
Are areas demarcated for where congregants can stand or sit?	
Ventilation	
Have plans been made for good ventilation of your place of worship during services (open windows and doors)?	
Cleaning	
Is a cleaning routine established to ensure frequently touched objects and surfaces are disinfected daily and before and after use?	
Is a protocol in place for managing waste safely? (Including that cleaners wear gloves and closed shoes and seal waste in plastic bag before discarding into general waste.)	