

Appendix B. Health/Safety/Sanitation Task Assessment: Tracker and Status Update

Location	Task /Action	Health/COVID-19-related Rationale -Social Distancing (SD) -Reduction in Contact Surfaces (RCS) -Health/Safety /Sanitation (HSS) -Traffic Flow Control (TFC)	Description of what must be done -Placement of Signage	Responsible Person or Group Assigned	Equipment or Service Provider Required	Target Date for Completion of Task	Date Completed
ALL STAFF, USHERS & VOLUNTEERS	Must <input checked="" type="checkbox"/> Wear a Mask <input checked="" type="checkbox"/> Sign-in <input checked="" type="checkbox"/> Undergo T°F Check <input checked="" type="checkbox"/> Maintain 6 ft Social Distancing	HSS	All Staff, Ushers, & Volunteers MUST <input checked="" type="checkbox"/> Wear a Mask <input checked="" type="checkbox"/> Sign-in <input checked="" type="checkbox"/> Undergo T°F Check-in <input checked="" type="checkbox"/> Maintain 6 ft Social Distancing	ALL STAFF, USHERS & VOLUNTEERS	Holy Cross should maintain a supply of <input checked="" type="checkbox"/> Disposable Masks <input checked="" type="checkbox"/> Disposable Gloves <input checked="" type="checkbox"/> Disinfectant Spray or Wipes --Lysol --Clorox --Microban 24		
Parking Lot	<input type="checkbox"/> Clearly Mark each designated Parking Spaces	SD HSS	<input type="checkbox"/> There must be 1 unoccupied parking space between each parked car to maintain Social Distancing <input type="checkbox"/> Parking Permitted spaces must be clearly marked with Concrete Paint or Concrete Tape <u>Signage:</u> <input checked="" type="checkbox"/> "Social Distancing in Effect Beginning Outside" <input type="checkbox"/> "No Parking" <input type="checkbox"/> Other signs as appropriate	<input type="checkbox"/> Men's Society <input type="checkbox"/> Volunteer(s) (Willie) <input type="checkbox"/> Facility Manager	<input type="checkbox"/> Reflective Concrete Paint <input type="checkbox"/> Reflective Concrete Tape <input type="checkbox"/> Appropriate # of Signs		
Sidewalk	<input type="checkbox"/> Clearly mark 6ft segments on the sidewalks leading to the Parish Entry Doors to the Right	SD TFC HSS	<input type="checkbox"/> Sidewalks must be clearly marked to indicate 6ft increments to maintain the recommended Social Distancing <input type="checkbox"/> Clearly mark sidewalks with Directional Arrows to indicate the flow of pedestrian traffic to the Parish Entry	<input type="checkbox"/> Men's Society <input type="checkbox"/> Volunteer(s) (Willie [Concrete Painting & Reflective Concrete Tape]; Brandon Palmer, Rita Anagor [Customized Sidewalk Chalk Art]) <input type="checkbox"/> Facility Manager	<input type="checkbox"/> Reflective(?) Concrete Paint <input type="checkbox"/> Reflective(?) Concrete Tape <input type="checkbox"/> Sidewalk Chalk <input type="checkbox"/> Appropriate # of Signs		

			<input checked="" type="checkbox"/> Individual Attendees must maintain 6ft social distancing <input type="checkbox"/> Family Groups may stand/move together while maintaining 6ft social distancing from an Individual Attendee or another "Family Group" Signage: <input checked="" type="checkbox"/> 6ft Social Distancing <input checked="" type="checkbox"/> Masks Required <input checked="" type="checkbox"/> Hand Sanitizer <input type="checkbox"/> Reservation Check-in Ahead <input type="checkbox"/> Temperature (T°F) Check Ahead <input checked="" type="checkbox"/> Directional Arrows <input type="checkbox"/> Please follow Instructions <input type="checkbox"/> Other signs, as appropriate					
Portico	<input type="checkbox"/> Usher/ Volunteer in place to control Entry <input checked="" type="checkbox"/> Clearly mark the Entrance Only Doors on the Right <input type="checkbox"/> Clearly mark the EXIT Only Doors on the Left <input checked="" type="checkbox"/> Use Arrows to facilitate Pedestrian Traffic Flow <input type="checkbox"/> Continue to clearly mark 6ft Social Distancing on the sidewalk <input checked="" type="checkbox"/> Place Motion-activated Hand Sanitizer Dispenser at Entrance prior to approaching Reservation Check-in	SD TFC HSS	<input checked="" type="checkbox"/> Individual Attendees must maintain 6ft social distancing <input checked="" type="checkbox"/> "Family Groups" may stand/move together while maintaining 6ft social distancing from an Individual Attendee or another "Family Group" Signage: <input checked="" type="checkbox"/> 6ft Social Distancing <input checked="" type="checkbox"/> Masks Required <input checked="" type="checkbox"/> Hand Sanitizer <input type="checkbox"/> Reservation Check-in Ahead <input type="checkbox"/> Non-contact Temperature (T°F) Check Ahead <input type="checkbox"/> No Entry if Fever is present (T°F >100.4°F) <input type="checkbox"/> Please follow Directional Arrows <input type="checkbox"/> Please follow Instructions <input checked="" type="checkbox"/> BATHROOMS Not Available <input checked="" type="checkbox"/> WATER FOUNTAINS Not Available <input type="checkbox"/> Other signs, as appropriate	<input checked="" type="checkbox"/> Usher(s) <input checked="" type="checkbox"/> Volunteer(s)	<input type="checkbox"/> Concrete Paint <input type="checkbox"/> Concrete Tape <input checked="" type="checkbox"/> Motion-activated Hand Sanitizer Dispenser placed at Entry to Parish <input checked="" type="checkbox"/> Appropriate Signs and/or Window Decals (See Signage)			

<p>Gathering Space</p> <p><i>General Area</i></p>	<p><input type="checkbox"/> Clearly Mark BATHROOMS as CLOSED</p> <p><input checked="" type="checkbox"/> Clearly Mark LIBRARY, OFFICE, and QUIET ROOMS as CLOSED</p> <p><input checked="" type="checkbox"/> Clearly Mark WATER FOUNTAIN as NOT AVAILABLE</p> <p><input checked="" type="checkbox"/> Clearly Mark DOORS to ASSEMBLY HALL /KITCHEN as DO NOT ENTER / AREA CLOSED</p>	<p>HSS RCS</p>	<p><u>Signage:</u></p> <p><input checked="" type="checkbox"/> Bathroom Closed</p> <p><input type="checkbox"/> Post on Doors of LIBRARY, OFFICE, and QUIET ROOMS as CLOSED</p> <p><input checked="" type="checkbox"/> Clearly Mark WATER FOUNTAIN as NOT AVAILABLE</p> <p><input type="checkbox"/> Clearly Mark DOORS to ASSEMBLY HALL/ KITCHEN as DO NOT ENTER / AREA CLOSED</p>		<p><input type="checkbox"/> Recommend getting an Estimate from Bio-One, a Specialty Sanitation Company that specializes in COVID-19 Cleaning and Disinfection Services (see website below):</p> <p>https://www.biooneraleigh.com/coronavirus-cleaning-and-disinfection-services-in-raleigh-north-carolina.html</p>		
<p><i>Check-in</i></p> <p>Gathering Space</p> <p>Station #1 <i>Reservation</i></p>	<p><input checked="" type="checkbox"/> Usher/Volunteer in place to perform Reservation Check-in</p> <p><input checked="" type="checkbox"/> Table with disposable Plastic Tablecloth</p> <p><input type="checkbox"/> Seating Limited to the Reservation Check-in and T°F Check Staff at Stations #1 and #2, respectively.</p> <p><input checked="" type="checkbox"/> Reservation Check-in Log</p> <p><input checked="" type="checkbox"/> Stand Here Disc on Floor in front of Check-in</p> <p><input checked="" type="checkbox"/> Disinfectant Spray</p>	<p>SD TFC HS</p>	<p><input type="checkbox"/> Reservation Check-in Process⇒ To Be Discussed—<i>Recommend</i></p> <p><input type="checkbox"/> 1 Individual at a time or 1 Family Group Representative will present at a time at Reservation Check-in to minimize the exposure of the Usher/Volunteer verifying Reservation</p> <p><input type="checkbox"/> 6ft Social Distancing will be enforced as each Individual or each individual Family Member proceeds to Station #2 for T°F Check</p>	<p><input type="checkbox"/> Usher(s)</p> <p><input type="checkbox"/> Volunteer(s)</p>	<p><input checked="" type="checkbox"/> Table</p> <p><input type="checkbox"/> Disposable Plastic Tablecloth</p> <p><input type="checkbox"/> Disinfectant Spray or Wipes --Lysol --Clorox --Microban 24</p>		

<p style="text-align: center;">Gathering Space</p> <p style="text-align: center;">Station #2 <i>T°F Check-in</i></p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Table with disposable Plastic Tablecloth <input checked="" type="checkbox"/> Temperature Check-in Log <input checked="" type="checkbox"/> Lysol Spray Disinfectant 	<p style="text-align: center;">SD TFC HS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Prior to proceeding to the Sanctuary Entry, the Family Group will re-assemble in order to be seated together as a group. <input type="checkbox"/> Usher will escort Individual or Family Group who have No Fever to the Sanctuary Entry <input type="checkbox"/> Training for the correct use of Non-contact Infrared Thermometers (NCIRT) <input checked="" type="checkbox"/> Any Person who has a T°F ≥ 100.4°F will NOT be permitted to proceed further, but will be advised to repeat their T° check at home and the see their Primary Care Physician if their T°F does not resolve within 24 hrs. Following receipt of these instructions, each person with a T°F ≥ 100.4°F will be directed out of the Gathering Space (specifically, out of the Parish facility) via the Exit Doors to their Left. <p>Signage:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 6ft Social Distancing <input checked="" type="checkbox"/> Station #2 for T°F Check <input type="checkbox"/> How to Control the Spread of COVID-19 	<ul style="list-style-type: none"> <input type="checkbox"/> Usher(s) <input type="checkbox"/> Volunteer(s) 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Table <input checked="" type="checkbox"/> Disposable Plastic Tablecloth <input checked="" type="checkbox"/> Disinfectant Spray or Wipes <ul style="list-style-type: none"> --Lysol --Clorox --Microban 24 <input checked="" type="checkbox"/> Non-contact Infrared Thermometers (NCIRT) <input type="checkbox"/> Each Thermometer must be assigned a unique Identifier <input type="checkbox"/> Pre-printed card with instructions for person with T°F ≥ 100.4°F 		
<p style="text-align: center;">Emergency Bathroom</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Clearly Post on the Exterior Door- "Restricted Access" 	<p style="text-align: center;">HS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Usher or Volunteer to Monitor Emergency Bathroom Use and ensure Clean and Disinfection is performed AFTER EACH USE. 	<ul style="list-style-type: none"> <input type="checkbox"/> Usher <input type="checkbox"/> Volunteer 	<ul style="list-style-type: none"> <input type="checkbox"/> Wall-mounted, Motion-activated Hand Sanitizer Dispenser on the Exterior Wall for use PRIOR to touching the doorknob to open the Bathroom door. <input type="checkbox"/> Wall-mounted, Motion-activated SOAP Dispenser <input type="checkbox"/> Wall-mounted, Motion-activated Paper Towel Dispenser <input type="checkbox"/> Maintain a supply of EPA Approved Disinfecting Sprays and Wipes: <ul style="list-style-type: none"> --Lysol --Clorox --Microban 24 		

<p>Sanctuary Entrance</p>	<p><input checked="" type="checkbox"/> Directional Arrows for ENTRANCE ONLY</p> <p><input checked="" type="checkbox"/> Placement of the Offering Collection Box</p> <p>Signage:</p> <p><input type="checkbox"/> Entrance Only</p> <p><input type="checkbox"/> Place Tithes & Offering Here</p>	<p>TFC</p>	<p><input type="checkbox"/> Usher/Volunteer to provide guidance for Traffic Flow & Control, and Instructions for where to place Tithes and Offerings</p> <p>Signage:</p> <p><input type="checkbox"/> Entrance Only</p> <p><input type="checkbox"/> Place Tithes & Offering Here</p>	<p><input type="checkbox"/> Usher</p> <p><input type="checkbox"/> Volunteer</p>	<p><input type="checkbox"/> Tithes & Offerings Collection Box</p>		
<p>Sanctuary Preparation and Seating</p>	<p><input type="checkbox"/> Deep Clean the Entire Church</p> <p><input type="checkbox"/> HAir Purification</p> <p><input checked="" type="checkbox"/> Removal of Hymnals, Pamphlets, Envelopes, Pens, Pencils, Worship Aids</p> <p><input type="checkbox"/> Apply Removable Chi Rho Stickers to identify Seating for Individuals/Couples, and for Family Groups</p> <p><input checked="" type="checkbox"/> Clearly mark Pews that should not be used for seating.</p>	<p>RCS HSS SD TFC</p>	<p>Definition of DEEP CLEAN =</p> <p><input type="checkbox"/> AIR Purification</p> <p><input type="checkbox"/> Shampoo CARPETS</p> <p><input type="checkbox"/> Sanitize PEWS</p> <p><input type="checkbox"/> Sanitize BATHROOMS</p> <p><input type="checkbox"/> Sanitize DOOR KNOBS</p> <p><input type="checkbox"/> Sanitize LIGHT SWITCHES</p> <p><input type="checkbox"/> Sanitize MICROPHONES</p> <p><input type="checkbox"/> Sanitize TELEPHONES</p> <p><input checked="" type="checkbox"/> Removal of Hymnals, Pamphlets, Envelopes, Pens, Pencils, Worship Aids</p> <p><input type="checkbox"/> Develop a Check List of what needs to be Sanitized, By Whom, and How Often</p> <p><input type="checkbox"/> Develop a List of Procedures for Volunteers; Provide TRAINING for these Volunteers PRIOR to the 1st re-opening of the Church</p> <p>Clearly Mark All Seating:</p> <p><input checked="" type="checkbox"/> Single seats must be 6 ft apart</p> <p><input type="checkbox"/> Seating for a Group (e.g., members of the same Family or Household or 2 or more people arriving in the Same Car may be seated together. However,</p>		<p><input type="checkbox"/> Air Scrubber by ARS or other Special HVAC Provider vs. Placement of MULTIPLE Air Purification Units (</p> <p><input type="checkbox"/> Recommend getting an Estimate from Bio-One, a Specialty Sanitation Company that specializes in COVID-19 Cleaning and Disinfection Services (see website below): https://www.biooneraleigh.com/coronavirus-cleaning-and-disinfection-services-in-raleigh-north-carolina.html</p> <p><input checked="" type="checkbox"/> Maintain a supply of EPA Approved Disinfecting Sprays and Wipes: --Lysol --Clorox --Microban 24</p> <p><input type="checkbox"/> True H-13 HEPA Bagged Vacuum Cleaner (Medify Air Purifier removes 99.97% of airborne particles): www.medifyair.com</p> <p><input checked="" type="checkbox"/> Removable Chi Rho Stickers to identify Seating for Individuals and for Family Groups</p> <p><input checked="" type="checkbox"/> Portable Disinfecting Fogger Machine for interim Cleaning & Disinfection</p>		

			<p>--EACH Group must be seated at least 6 ft apart.</p> <p>--Members of EACH Group must be checked-in and seated at the same time, as walking back-and-forth once seated. Traffic will be allowed in only one direction as indicated by the Directional Arrows on the floor.</p>				
The Mass / Eucharist	<p><input checked="" type="checkbox"/> Ushers to Direct orderly, single file, assembly for receipt of the Eucharist</p> <p><input type="checkbox"/> Instructions to maintain flat, opened hands for receipt of Eucharist to avoid physical contact with the Priest or Eucharistic Minister (i.e., Hands should not be cupped)</p>	SD HS TFC	<p><input type="checkbox"/> Await Instructions from Ushers to arise and line up with 6 ft Social Distancing to receive the Eucharist</p> <p>Signage:</p> <p><input checked="" type="checkbox"/> Directional Arrows on floor</p> <p><input checked="" type="checkbox"/> 6 ft Social Distancing Discs on Floor</p>	<input type="checkbox"/> Usher	<p><input checked="" type="checkbox"/> Directional Arrows on floor</p> <p><input checked="" type="checkbox"/> 6 ft Social Distancing Discs on Floor</p>		
Sanctuary Exit after Mass	<p><input checked="" type="checkbox"/> ALL Parishioners must remain seated at the end of the Mass</p> <p><input checked="" type="checkbox"/> Ushers will Direct the Orderly Exit from the Sanctuary</p> <p><input checked="" type="checkbox"/> All Parishioners will be instructed to use Hand-sanitizer upon Exit from the Parish</p>	SD HS TFC	<p><input type="checkbox"/> Await Instructions from Ushers to directed to line up with 6 ft Social Distancing to Exit the Sanctuary at the close of Mass</p> <p><input type="checkbox"/> An Usher should Prop Open the EXIT DOOR so that there will be no need to touch the door</p> <p>Signage:</p> <p><input checked="" type="checkbox"/> Directional Arrows on the Floor</p> <p><input checked="" type="checkbox"/> EXIT Only</p> <p><input checked="" type="checkbox"/> Motion-activated Hand-Sanitizer Dispenser on a Stand</p>	<input type="checkbox"/> Usher <input type="checkbox"/> Volunteer	<input type="checkbox"/> Motion-activated Hand-Sanitizer Dispenser on a Stand <input checked="" type="checkbox"/> Directional Arrows on the Floor <input checked="" type="checkbox"/> EXIT Only Arrow on Floor <input checked="" type="checkbox"/> Motion-activated Hand-Sanitizer Dispenser on a Stand		
Tech and Media Room	<p><input checked="" type="checkbox"/> Clean & Disinfect Equipment</p> <p><input type="checkbox"/> Rotate Tech Team</p>	SD HS	<p><input checked="" type="checkbox"/> Clean Microphones, Headphones, Computers, Laptops, etc., AFTER EVERY USE</p>	Tech & Media Team	<input checked="" type="checkbox"/> Alcohol-based cleaners		

			<ul style="list-style-type: none"><input type="checkbox"/> Keep a record of when each item was cleaned <input type="checkbox"/> Do not use Water! Rubbing Alcohol or Alcohol-based cleaners are recommended as best				
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