

Here's a suggested planning outline:

o **FIRST: Make Plans to Stay Connected.**

- ☐ Ensure community contact lists are up-to-date and that 'calling trees' — or other practices to account for individuals who may be living alone, elderly, and vulnerable — are in place;
- ☐ Ensure there is a clear process for communicating the "connection plan" to the community; and
- ☐ Think about what would be necessary to stay connected to the community virtually (e.g., worship gatherings and community groups).

o **SECOND: Make Plans to Provide Ongoing Care and Services.**

- ☐ Ask what plans are in place to care for community members, especially in cases where individuals live alone or are in quarantine or isolation. For example, leaders could make plans to call families during the week should the community be confined to their homes;
- ☐ Prepare for leadership coverage in case staff become ill;
- ☐ Protect workers who clean and maintain religious facilities and fellowship centers from exposure to the virus and other workplace hazards, such as disinfectants used for cleaning, and train them on how to do their jobs safely, use any necessary personal protective equipment (e.g., gloves), etc. Consider recommendations from the Occupational Safety and Health Administration and CDC's cleaning/disinfection guidance;
- ☐ Pay special attention to nursery and childcare facilities. Ensure children's areas (including toys) are thoroughly cleaned and disinfected before and after use; and
- ☐ Make plans to live-stream your service or other events, if appropriate.

o **THIRD: Make Plans to Maintain Operational Continuity, Support Staff, and Those Whom You Serve.**

- ☐ Consider any necessary preparations to handle the business and operations of the community;
- ☐ Consider strategies to address the ongoing financial needs of staff: employee payroll, tele-work accommodations, etc. Especially consider staff who depend on hourly wages and may lack health insurance;
- ☐ Keep food pantries well stocked and include cleaning and sanitizing products; and
- ☐ Learn how to conduct small and large meetings by electronic means. Consider how to continue relationships and classroom activities, such as mentoring or ESL classes.

FOURTH: Make Plans to Partner.

- ☐ Consider how the resources of your community can assist with the special needs of the vulnerable and/or isolated populations by collaborating with service agencies in your area. As an example, a faith community could establish a collaboration with a local school to support students who rely on the school meals program if the school closes;
- ☐ Communities with more advanced technological assets (teleconferencing, established systems to live-stream events, etc.) may partner with other entities to help stay connected; and
- ☐ Consider how your community might partner with local public health officials in providing the most up-to-date information and guidance.