THURSDAY MAILING National Capital PRESBYTERY MISSIONAL · PASTORAL · PROPHETIC

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PRAYER FOR THE COMMUNITY

offered by Jan Moody, NCP

As we journey the 2020 Lenten path, we are encountering unforeseen challenges to our traditional practices of preparing for Holy Week and Easter. We are called to imagine new ways for our eyes, ears, and hearts to live as the Body of Christ. We are tasked to discover innovative ways to connect with each other through virtual worship, Bible study, and social media prayer chains. The Good News is that nothing can separate us from God's love and presence. Through communal prayer we can, with the help of God, navigate the unchartered waters.

Let us pray!

God,

Open....

Our eyes to see the needs of the least of these in our communities

Our ears to hear your guidance

Our hearts to experience the peace that only You can provide

Our imaginations to envision new ways to worship, pray, and serve You

In the name of Your son, Jesus Christ,

AMEN



March 19, 2020

Dear Partners in Ministry,

There's a term that's used in the programmer world called "fail faster". Some of you might have heard of this before. The idea is that when you are working in a field that is always changing and evolving where ideas and trends disappear just as fast as they emerge, your plans on how to navigate that world need to be just as nimble. In the "fail faster" model, if something is showing signs of not working you need to be able to quickly recognize that and move on to the next idea. We now find ourselves in a similar world. We don't have a road map. Almost every new idea has a chance of becoming the next *BIG IDEA* that will help all of us navigate our way forward. There is no institutional memory that says, "we've never done it that way before". One thing that helped companies like *Netflix* and *Facebook* as they launched brand new ideas, was the ability and courage to remold and change their ideas as they went along. They gave themselves permission to try.

So, in case you need a voice to give you permission to try that new idea, here it is. *Try it*. Part of having permission to try something new is permission to create **and change** the speed at which you work. For many of us, this can easily become overwhelming. If you find yourself in that boat, take your foot off the gas a little. Remember, you're the one setting the pace. So, find the speeds that work for you. When things begin to speed up and feel out of control, which they most likely will at times, please don't hesitate to reach out to us. Our Care Team from COM (Committee on Ministry) is here to help support you. Even if it's something as simple a person to talk to.

Obviously, there are many, some glaring, differences between The Church during a pandemic and the world of programmers. The most important one is where our calling comes from to fail fast and try new things. It's not the voice of shareholders or the hope of a large corporate by out. It's not the desire to be the next big thing. The one calling us is *The Spirit*. Very aware of what The Church will look like on the other side of this.

May you, in your quest to figure out what will and won't stick over these next weeks, be ever ready to hear and see where God might be calling you to explore. Find times to rest and recharge. Give yourself the permission to let go of things that aren't working so that you're able to give more energy to things that might.

John

The Stated Clerk of the General Assembly has issued an advisory opinion on two issues of interest to congregations during the current emergency: holding virtual meetings and celebrating communion during an electronic worship service. Advisory opinions are well-thought out and researched, but they are just that, opinions, and they are neither authoritative nor binding upon the Presbyterian Church (U.S.A.). However, they may provide guidance to your sessions as you move forward. Below I touch on some of the most central issues to congregations in the current moment, but if you get a chance, you might wish to read the full opinion: <u>Church in an Emergency/Pandemic 03/12/2020</u>.

Holding Electronic Session Meetings

Sessions can hold electronic meetings if this is authorized in either the church bylaws or the session's manual of administrative operations. Quorum rules apply and all at the electronic meeting must be able to hear and talk to each other. The advisory opinion gives an example for a rule authorizing electronic meetings:

"The session may meet by electronic means if all active elders have reasonable notice of the electronic meeting and the ability to discuss, deliberate, and discern the will of God and vote on business items. The quorum for such a meeting is [x] active elders or at least two active elders and one moderator, temporary or called."

The National Capital Presbytery also has a rule: <u>Special-Rules-1-and-2-adopted-5-20-141.pdf</u>.

Sessions that do not already have such a rule, have an option, though. The advisory opinion says that:

"Although the meeting is not constitutional, in the case of an emergency, the session could meet by electronic means with reasonable notice of the electronic meeting, quorum, and at least one moderator, and take actions required to address the emergency or public health order. Reasonable notice may vary according to the emergency and the needs of the community. These decisions will need to be ratified at a later properly called meeting, regular or special. "

The advisory opinion also suggests creation by the session of an administrative commission that could handle emergency matters and gives some suggestions for doing this.

Holding Electronic Congregational Meetings

The same rules apply as to sessions, but the authorization for electronic meetings must be in the church bylaws.

Celebrating the Lord's Supper During an Electronic Worship Service

Sessions can authorize the celebration of the Lord's Supper within an electronic worship service if it authorizes the sharing of communion in person (ordinarily on the same day) after the electronic service has concluded. The advisory opinion says: "[if] it is not reasonable to share communion in person as soon as possible after the service for reasons of a public health order, the session should cease and postpone the Lord's Supper until such time as it is reasonably safe to resume the celebration of the sacrament of the Lord's Supper." Normal rules concerning the sharing of the bread and cup with those absent from the service apply. <u>See</u> Book of Order W-3.0414.

Many of our churches celebrate the Lord's Supper monthly, and during certain seasons, like Lent and Easter, more often. But, the Book of Order's requirement is that the Lord's Supper be celebrated four times a year in a congregation.

Please feel free to drop me an email if you have a question on process, <u>scoe@thepresbytery.org</u>.

March 19, 2020



Greetings Body of Christ,

Here we are. Right in this moment. I recognize how many times each of you have already re-ordered and rearranged services, meetings, days and weeks. This is the moment we are in. For each of us our roles and responsibilities as church-based leadership have become "out of the box".

We are not in our churches right now. We are not in our meetings right now. We are not in the hospitals right now. We are not with how we know to be with the Body of Christ. When we are called and hired to be with the people of God, how do we do this now?

Many of us have found our creative buttons and started cultivating virtual encounters for worship and so forth. Now, how are we tending to the people, spaces and even ourselves that cannot always be in a virtual encounter? We know that we are called to the vulnerable, the lonely, the depressed, the marginalized.

Several churches have begun listing how to be present for others. Folks are creating the lunch or breakfast offerings for the marginalized outside. Offering face to face with dignity and distancing. This can be a time for basics like phone trees and phone calls. There are members who will miss seeing their people of faith. Be sure to lead your deacons and people of care in making updated phone tree. There will be less meetings. There will be more of a need to remind ourselves we are not alone.

Money and Tech Deacons. Please do consider offering to your people online giving and teach them how to do it. Through regular postings on <u>www.thepresbytery.org/covid-19</u> and messages from our general presbyter, you will find listings of what you can consider for online giving and how to utilize the services of those who can walk you through how to use them. These are tied together as funds are made available for people to reach out to others through organizations that are tending to those most vulnerable. Even buying stamps to send a personal letter. This is more personal than a text.

For the committees that I resource, we will zoom monthly to check-in. There may not be any business. There is relationship. There will be needs we need to be able to share with one another. We may not be able to fix. We can carry one another in prayer and friendship. We are not alone. Many have named these times as an opportunity for creativity. This is true. And, simplicity. I am reading the book, Do Nothing by Celeste Headlee. I will share engagement questions for others who would like to join me in this book. John and I will continue to hold online office hours to serve you as you navigate being a pastor and church staff in these days. We are connected as members of the Body of Christ. Amen.

Tara



March 19, 2020

Greetings!

I hope we are all adjusting to our new normal of social distancing. I noted many of you had your first "virtual worship services" using unfamiliar tools, zoom, live-stream, Facebook live-stream, and teleconferencing.

We want to support your efforts! Thank you for responding to the first request of sending links to your services. *We are now adding Prayer Groups, and Bible Study. Please include date and time. Information will be included under your church worship service.*

To make <u>www.thepresbytery.org/covid-19</u> as user friendly as possible, please send your information in the following format:

Church name: Platform used: (Zoom, live stream, Facebook, etc.) Type: (Worship, Prayer, Bible Study) Link to service: Date and time of service: *date of service should be upcoming*

If this information is lodged on a page on your website, please put a prominent link on your homepage so that it is quickly accessed.

NCP's COVID-19 section of the website is structured for ease of use. The page is designed for sharing Best Practices for digital hosting of Worship Services, Bible study, and prayer groups. Send us information about what your church is doing. Please also let us know how social distancing is impacting groups, such as nursery schools and support groups, that share your facility. Send us your Best Practices for serving these partners.

The COVID-19 section will be updated frequently. Please check it often. We have also started a new video series "WITH the GP...COVID-19 Response." This series will be available across all NCP social media platforms along with <u>www.thepresbytery.org/covid</u>.

Thank you for your willingness to share this information with your sister congregations.

LaJuan C. Quander Director of Communication Iquander@thepresbytery.org www.thepresbytery.org

Helping Generosity in Uncertain Times by the NCP Stewardship Committee "Let's change fast!" said no Presbyterian ever...



... until today. Since our most recent webinar, every part of our routine is gone. How we do church; how we serve others; how we are generous to one another – without warning it all flew out the door. Stewardship is in crisis – and at a moment when we are each called to do more than ever...

Join us to name the challenges and explore how to adapt:

Date: Monday, March 23, 2020 Time: 11:00 am Venue: Zoom Webinar

Register in advance:

https://thepresbytery.zoom.us/webinar/register/WN_2ftAOy3tTuye1Alv7BleGw

Below is a tentative agenda – still in flux. We are fast seeking ideas and real examples of what to share from other churches' experiences:

- Simultaneous crises
- Encouraging generosity in time of crises
- Messaging: where to message without offertory?
- Giving Tools (socially distanced)
- Thanking & Showing Impact
- Kind Words & Opportunities for the anxious who may not be financially able
- After the Livestream

These agenda items may change slightly as our learnings and ideas are fine tuned.

TECH HELP

AVAILABLE!

In addition to the staff of NCP - We have enlisted the help of three tech savvy individuals!

Jen James, Shani McIlwain, and Pat Jackson have offered their expertise with Zoom Video Conferencing and Teleconferencing.

Reach Jen: presbyjen@gmail.com Jen will negotiate time when contacted

Reach Shani: <u>info@shanimcilwain.com</u> Use this link to schedule time with Shani: <u>https://ministrytechhelp.as.me/schedule.php</u>

Reach Pat Jackson: <u>patjackson@interwovencongregations.org</u> Pat will negotiate time when contacted.

Presbytery Staff remain available through email and phone contact!



From the Board of Pensions, regarding coronavirus, COVID-19

Effective immediately, all three medical options (PPO, EPO, and HDHP) will pay 100 percent of the cost — you pay no deductible, copay, or copayment — for coronavirus testing when done by a network provider. If you're enrolled in Medicare Supplement, Medicare pays 100 percent of the cost for lab testing for the coronavirus.

In addition, if you are enrolled in the PPO or EPO options, all copays when using Teladoc will be waived through June 30, 2020. If you are enrolled in the HDHP, the cost for a Teladoc visit is \$45. The plan pays 80 percent of the cost after you pay the annual deductible. You can use funds in your health savings account to help pay for these expenses.

If you have medical coverage* through the Board of Pensions and think you've been exposed to COVID-19, you may want to consider using Teladoc. Teladoc doctors are available 24/7 by phone or video and can answer questions about the disease, evaluate your risk, and provide supportive care to help relieve symptoms. While Teladoc doctors cannot conduct diagnostic testing to confirm diagnoses, they will help guide you to the next step for care.

*Teladoc is not available to members enrolled in Triple-S, GeoBlue, or the Medicare Supplement Plan.

For more information and more resources, please follow this link, COVID-19

Specific for Medicare coverage: Medicare and Coronovirus coverage



PLEASE NOTE: The following recommended preventative practices and answers are in response to common questions we have received. They are based on what is currently known <u>about the Novel</u> <u>Coronavirus Disease 2019 (COVID-19)</u>. Should you have questions that are not listed below, please contact the Partnership Center at <u>partnerships@hhs.gov</u> or 202-260-6501. We will do our best to respond in a timely fashion and will continue to update this document as further questions and information come to our attention.

Primary Resources

- For updates on the Novel Coronavirus Disease 2019 (COVID-19), refer to the Centers for Disease Control and Prevention's (CDC's) <u>dedicated website</u>. Also available in <u>Spanish</u>.
- For local information and for recommendations on community actions designed to limit exposure to COVID-19, check with your <u>state and local public health authorities.</u>
- For guidance and instruction on specific prevention activities related to your community's tradition and practices, refer to your national and regional denominations.

The Role of Faith-based and Community Leaders

Faith-based and community leaders continue to be valuable sources of comfort and support for their members and communities during times of distress, including the growing presence of COVID-19 in different parts of the country. As such, **these leaders have the unique ability to address potential concerns, fears, and anxieties** regarding COVID-19. Additionally, by reiterating simple hygienic precautions and practices, these **leaders can broadly promote** helpful information, managing fear and stigma, and restoring a sense of calm into the lives of those in their care.

Such leaders are also poised — through their acts of service and community relationships — to reach vulnerable populations with essential information and assistance. These acts of service are an essential part of the safety net for the vulnerable in their communities.



Recommended Preventative Actions

1. Follow CDC Recommendations

The best way to prevent illness is to avoid being exposed to this virus. Currently, no vaccine exists to prevent COVID-19. Communities are encouraged to follow CDC recommendations to help prevent the spread of respiratory diseases — including the flu:

- Stay home when you are sick, except to get medical care.
- **Cover your coughs** and sneezes with a tissue and then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your face with unwashed hands, especially your eyes, nose, or mouth.
- Thoroughly and repeatedly clean high-contact surfaces and objects.
- **Review your process for planning events**, programs, and services. Identify actions to take if you need to temporarily postpone or cancel events, programs, and services.
- Identify space in your facility to separate individuals who may become sick and cannot leave immediately.
- Stop any stigma related to COVID-19 by knowing the facts and by sharing them with others in your community.

2. Follow Guidance for Prevention and Preparedness Activities

- Review the CDC's <u>"Interim Guidance: Get Your Community- and Faith-Based Organizations</u> Ready for Coronavirus Disease 2019 (COVID-19)."
- Check with <u>your state and local health authorities</u>. Public health officials may recommend community actions designed to limit exposure to COVID-19, depending on the risk of an outbreak or the severity of an outbreak.
- Visit the CDC, HHS, and Partnership Center social media sites for the latest information and access to downloadable signage for your facilities.
 - Twitter | CDC: <u>@CDCgov</u>; HHS: <u>@HHSGov</u>; and CFOI: <u>@PartnersforGood</u>
 - Facebook | CDC: <u>@CDCgov</u>; HHS: <u>@HHSGov</u>; and CFOI: <u>@HHSPartnershipCenter</u>
 - Instagram | CDC: <u>@CDCgov</u> and HHS: <u>@HHSGov</u>



- Additional and more specific recommendations may be found on the websites of various national denominations, faith groups, and community service organizations, such as:
 - 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;
 - Consider how your organization can use technology to make the service or event available online. Consider partnering with other communities with existing technological capacity;
 - Consider how community and liturgical practices can be adapted to minimize hand contact (e.g., see FAQs below regarding greetings and objects the community collectively handles);
 - Plan ways to continue essential services if onsite operations are scaled back temporarily.
 Provide web- and mobile-based communications and services, if possible. Increase the use of email, conference calls, video conferencing, and web-based seminars;
 - Make sanitizing products available;
 - Consider suspending the use of religious rituals and traditions (e.g., draining baptismal fonts, holy water stations, and vessels used for ritual washing), if present;
 - Conduct care visits by phone or virtually, especially if the individuals are in quarantine, isolation, or are taking precautions by staying at home;
 - Acknowledge this as a time of heightened stress and anxiety for the community, and respond with practices appropriate to your organization's mission or faith tradition, like prayer;
 - Minimize panic and stigma by educating communities, preparing for disruptions in service, and taking thoughtful preventative measures; and
 - Establish the routine cleaning of sanctuaries, food service areas, and other communal spaces.

3. Make Plans that Prepare and Protect Your Community and Those Whom You Serve

• Review regularly your national and regional communications for guidance and instruction on specific prevention activities relative to your community.



- Here's a suggested planning outline:
 - 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).
 - 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.
 - 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.

Frequently Asked Questions

- What Are the Signs and Symptoms of COVID-19?
 - Reported illnesses have ranged from mild symptoms to <u>severe illness and death</u> for confirmed COVID-19 cases. The following symptoms may appear 2–14 days after exposure:
 - Fever
 - Cough
 - Shortness of breath
- Should We Have a Gathering at All? How Close Does an Infection Need to Be to Our Community to Consider Cancelling Our Gathering?
 - Check with your <u>state and local health authorities</u> frequently for the latest information. Public health officials may ask you to modify, postpone, or cancel events if it is necessary to limit exposure to COVID-19. Also, consider ways to connect with vulnerable members of your community in ways that protect them from exposure to other people.
 - Review "Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission."
 - Use the <u>CDC's Guidance on Mass Gatherings</u> as a guide for reviewing your community's calendar and to make decisions on *which* events may need to be canceled and by *when*.
 - Track efforts by the federal government, the following websites have been launched:
 - English: <u>www.USA.gov/Coronavirus</u>
 - Spanish: <u>https://gobierno.USA.gov/Coronavirus</u>



- Should We Greet One Another as Usual? Shaking Hands, Kissing Cheeks, etc.?
 - Identify how your community may greet one another in ways that reduce any potential spread of viruses, including COVID-19. For example, provide direction to those gathered to replace hugs with elbow touches. Consider recommending that members not hug or touch one another, but offer hand signals like a peace sign or the <u>American Sign Language sign for "I</u> <u>Love You.</u>"
 - Greeters at all gatherings should be especially aware and refrain from offering handshakes. As one community noted, "Greeters can model hospitality with their words and their smiles."

• What Should I Tell People Who Are Concerned?

- Reassure them that your faith- or community-based organization, as well as local, state, and national authorities, is taking all necessary precautions to ensure their health and safety. Your response can soothe concerns and create an atmosphere of calm. The best way to prevent illness is to practice routine and common sense hygiene practices. These everyday practices also help to prevent the spread of respiratory diseases, including the flu:
 - Stay home when you are sick, except to get medical care.
 - Cover your coughs and sneezes with a tissue and then throw the used tissue in the trash.
 - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
 - Avoid touching your face with unwashed hands, especially your eyes, nose, or mouth.
 - Clean high-contact surfaces and objects thoroughly and repeatedly.
- Leaders may find it helpful to review the guidance provided by the CDC in its "Interim Guidance: Get Your Community- and Faith-Based Organizations Ready for Coronavirus Disease 2019 (COVID-19)."
- Check with your state and local health authorities to learn if your community has experienced a COVID-19 outbreak.

• How Can We Advise the Elderly, Those with Special Health Considerations, Their Caregivers, and Other High-Risk Populations?

- Provide special consideration in communicating risk to vulnerable populations in your community, including <u>older adults</u> and others with access and/or functional needs. Assign, or encourage those whom you serve to seek out, a "buddy" who will check in on and help care for them, should they get sick.
- \circ $\;$ 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.
- Convey ways they can stay connected via virtual worship, gatherings, and staff and leadership meetings.
- Ensure there are clear means to communicate any "connection plans" with them.
- What Should I Do if Someone at a Community Gathering Says They Are Feeling Sick?
 - Identify space in your facility or event to separate people who may become sick and may not be able to leave immediately.
 - Designate a separate bathroom for those who are feeling sick. Develop a safe plan for cleaning the room regularly.
 - Isolate the individual immediately from staff and participants.
 - Assist the person in **CALLING AHEAD** to their health care professional if they have a fever and symptoms of respiratory illness, such as cough or difficulty breathing. Tell them to avoid taking public transportation, ride-shares, and taxis.
 - People with confirmed COVID-19, with a loved one in the home with a confirmed case, or those experiencing symptoms should remain under home isolation. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with health care providers and state and local health departments.
 - For more information: <u>www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html.</u>
- Is Information About COVID-19 Available In Spanish?
 - The following website provides a wide range of information on COVID-19 in Spanish: <u>www.cdc.gov/coronavirus/2019-ncov/index-sp.html</u>
 - Los Centros para el Control y la Prevención de Enfermedades (CDC) tienen información en español sobre COVID-19 en su sitio web en <u>www.cdc.gov/coronavirus/2019-ncov/index-</u> <u>sp.html</u>

• Does the Virus Live on Surfaces (e.g., Books or Shared Offering Plates)?

- It may be possible to be exposed to COVID-19 by touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes; however, this is not thought to be the main way the virus spreads. Review the CDC's "<u>How COVID-19 Spreads</u>."
- Clean frequently touched surfaces and objects several times daily (e.g., tables, countertops, light switches, doorknobs, cabinet handles, smart phones, and keyboards) using an appropriate cleaner to minimize the event of a COVID-19 outbreak in your community. For disinfection, most common EPA-registered household disinfectants should be effective. A list



of products that are EPA-approved for use against the virus that causes COVID-19 is available <u>here</u>. Follow the manufacturer's instructions for all cleaning and disinfection products.

- If an object is frequently touched, for example as a part of religious observance, it should be cleaned, as appropriate within the religious tradition, after each use.
- If surfaces are dirty, they should be cleaned using a detergent and water prior to disinfection.
- Consider ways your community can reduce the number of objects the community collectively handles.
 - For example, consider no longer passing offering plates down the row; instead, place the offering plate on stands and ask people to leave their offering. Remind those who oversee and administer offerings, or similar items and elements, to wash their hands after administration or use.
 - Organizations may also consider removing shared books and encouraging people to bring their own.

• What Type of Items Should We Have in Our Emergency Preparedness Kit?

- Consider having supplies on hand, such as hand sanitizer that contains at least 60% alcohol, extra tissues, and trash baskets.
- Refer to the CDC's "<u>Preventing COVID-19 Spread in Communities</u>" for additional information about supplies and materials.