



from *The Diocese of Saldanha Bay*

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**THE DIOCESAN CHECKLIST
in ACCORDANCE with THE STATUTE
for the OPENING of the DOORS of the CHURCHES
THE COVID-19 REQUIRED PROTOCOLS**

To: The Rector/The Vicar of the Parish:

Name: _____ Mobile/Phone: _____

The Churchwardens of the Parish:

Name: _____ Mobile/Phone: _____

Name: _____ Mobile/Phone: _____

The Alternate Churchwarden

Name: _____ Mobile/Phone: _____

and in the case of Chapelries

Name of Chapelry: _____

The Chapelwardens:

Name: _____ Mobile/Phone: _____

Name: _____ Mobile/Phone: _____

The Alternate Chapelwarden

Name: _____ Mobile/Phone: _____

**NOTE: The Rector/Vicar and Churchwardens are THE PARISH COMPLIANCE OFFICERS
to check on this List and Sign and Return to The Diocesan Office**

NOTE: PLEASE COMPLETE THIS CHECKLIST in Respect of observing all the Protocols Required **BEFORE** opening the Doors of the Church

(1) DEEP CLEANING and SANITIZATION

Has the Church Precincts been deep cleaned and sanitized?

 YES NO

Is the Certificate attached from the Deep Cleaning Service Provider?
Please Attach

 YES NO

(2) THE ENTRANCE/EXITS

2.1 Do you have hand sanitizers with the approved (70% Alcohol) available at the Exits/Entrances?

 YES NO

2.2 Do you have the Required Standard hand held Thermometers?

 YES NO

(3) RECORD KEEPING

Do you have the Required Register in Place with the necessary Questions of Each Person attending the Service?

 YES NO

(4) THE SEATING PLAN SOCIAL DISTANCE

Do you have a clearly organized plan in place for the Seating and Record Keeping of each Person attending the Service?

 YES NO

(5) THE LOADSHEDDING of the CONGREGATION

Have you a clearly designed plan to cater for all the Parishioners to attend services by “load shedding” re.: limiting each service to 50 persons and increasing the number of services

 YES NO

e.g. A Daily Service? This will enable Parishioners to “spread themselves out” during the week

(6) ONGOING CLEANING after EACH SERVICE

Do you have a plan and volunteers in place to do this cleaning after each service?

 YES NO

(7) THE ADMINISTRATION of the LITURGY

Are all the plans in place for:

7.1 The Liturgy

 YES NO

7.2 No Singing

 YES NO

7.3 Administration of Holy Communion to be done in ONE KIND ONLY (the Bread) No Chalice and the People to receive standing and the Ministers to give Communion from a Safe Distance. Face Mask and Gloves to be worn.

 YES NO

(8) EVERYONE to WEAR FACE MASK

Do you undertake to ensure that everyone attending a Service shall be required to wear a Face Mask.

 YES NO

(9) THE STANDARD DOCUMENT

The Bishop of the Diocese requires that all Rectors and Vicars and Churchwardens familiarise themselves fully with the following document. It contains all the INFORMATION and DIRECTIVES that you should know concerning the Criteria, Norms and Standards FOR THE Re-Opening (of the Doors) of Churches during the COVID-19 pandemic.

The Full Title is:

**POLICY GUIDELINES for the S.A.C.C CHURCHES on POST COVID-19:
CRITERIA, NORMS and STANDARDS for the RE-OPENING of CHURCHES during the
COVID-19 PANDEMIC**

This document has been sent to all the Parishes.

If you require one, please contact:

Mrs Lizel Carelse
Personal Assistant to the Bishop
The Diocese of Saldanha Bay
Email: lizel@dioceseofsaldanhabay.org.za

(10) RETURN TO THE DIOCESAN OFFICE

We, the undersigned:

The Rector/Vicar:

Name

Signature

Date: _____

The Churchwarden:

Name

Signature

Date: _____

The Churchwarden:

Name

Signature

Date: _____

The Alternate Churchwarden:
(if there be one)

Name

Signature

Date: _____

certify that to the best of our knowledge our Parish Church and Precincts are ready for use in accordance with the regulations required

Please Return your Completed Form with signatures to:

Mrs Lizel Carelse

Email: lizel@dioceseofsaldanhabay.org.za

Fax: 086 626 6932