



COVID-19  
RESPONSE

# Modified Operations Recommendations for Places of Worship

## About this guide

Your local power company and TVA EnergyRight have partnered to provide the enclosed modified operations recommendations in response to the COVID-19 situation impacting organizations across the Valley.

We know places of worship are facing unique challenges during this difficult time, and may be asking how to handle facilities and equipment in a way that ensures safety, health and efficiency during a temporary closure.

In the following pages, you will find answers broken down by space and equipment type.

The TVA EnergyRight team empathizes with you during this challenging period and we thank you for doing your part to flatten the curve and keep your staff, worshippers and community members safe. We hope you find this guide useful and we are here to assist if you have any questions.

Sincerely,  
TVA EnergyRight



## About TVA EnergyRight<sup>®</sup>

EnergyRight for Business & Industry partners with your local power company to provide energy management advice and resources, and to offer incentives to offset some of the costs associated with smart energy technology upgrades.

**Visit [EnergyRight.com](https://www.energyright.com) to find out more.**

## Health, safety and sanitizing procedures

A priority during this time of uncertainty is making sure your facilities are healthy and safe for anyone that may need to be on-site. Follow these tips to protect visitors and staff:

- Ensure emergency and security systems are operating as intended
- Clean frequently and disinfect all high-touch surfaces, such as door handles and light switches
- Provide disposable wipes to anyone entering your facility to wipe down surfaces before and after use
- Provide staff with alcohol-based hand sanitizers containing at least 60% alcohol for decontamination
- Maintain appropriate thermal conditions and indoor air quality

## Reducing person-to-person contact

- Implement protocols to allow access to approved areas by request and limit occupancy
  - If an area must be occupied, consider increasing outside air to a maximum and disabling demand control ventilation
  - Provide guidance, such as floor-markings with tape, to encourage worshippers to maintain six feet of separation
  - Minimize the number of children per room if offering daycare
- Consider using online media platforms or TV broadcast to share virtual services (e.g., YouTube, Zoom, Skype)
- Consider offering drive-in services or window-side ceremonies
  - Provide single-use service booklets
  - Ask worshippers to remain in vehicles for duration of service and maintain six feet of separation between vehicles



Find more  
information at  
[cdc.gov](https://www.cdc.gov)

### CLEANING TIPS TO KEEP IN MIND

- Continue routine cleaning and disinfecting
- Make sure you are using products safely
- Dispose of waste properly
- Clean AC vents and units

## Recommendations for closed facilities

If you have closed your facility during COVID-19, there are steps you can take to maintain a safe environment, save energy and prevent damage to systems.

### Spaces

#### GENERAL

- Turn off all non-essential interior and exterior lighting
- Leave security lighting on
- Close all windows, doors and blinds
- Turn off or unplug unnecessary electrical equipment, such as:
  - Televisions, cable boxes and other media players
  - Lamps, signs and decorations
  - Computers, monitors, printers and scanners
  - Desk phones (power only, leave network cable connected)
- Turn off, unplug or de-energize non-essential facility equipment, such as:
  - Water fountains
  - Bathroom exhaust fans
- Shut-off leaky faucets, urinals or commodes and tag for repair

#### WORSHIP AREAS

- Turn off or lower accent and display lighting
- Turn off or unplug production equipment when not in use (e.g., audio, visual, lighting)
- Disinfect areas and objects after each use
- Put away literature to reduce handling

#### KITCHENS AND BREAK ROOMS

- Empty, defrost and unplug non-essential refrigerators, ice machines, coolers and freezers
- Turn off or unplug unnecessary cooking equipment (e.g., ovens, fryers, stovetops)
- Unplug small kitchen appliances when not in use (e.g. blenders, coffee machines, toasters)
- Leave dishwashers slightly ajar to prevent growth of mold and mildew
- Turn off exhaust hoods



# Equipment

## HVAC AND CONTROLS

- Set building automation system to unoccupied, if applicable
- Set thermostats to unoccupied setpoints (IECC 2015 suggests 55°F heating / 85°F cooling)
- Set HVAC fans to "Auto" mode (ensure fans are not short cycling)
- Set HVAC to maintain relative humidity below 60%
- Close outside air dampers to minimum allowable position
- VAV Systems
  - Set supply dampers to minimum allowable position
  - Adjust supply fan to minimum speed to reduce static pressure
  - Increase supply air temperature (cooling)
- Consider increasing MERV rating of central air filtration and utilizing portable room air cleaners with HEPA filters
- Maintain adequate indoor conditions to preserve thermally sensitive assets (e.g., art work), if applicable

## HOT WATER HEATERS

- Turn to lowest temperature setting
- Inspect insulation around tank and distribution piping to ensure it is intact and undamaged

