

PHASE ONE CHECKLIST

Practical steps to accompany the implementation of Bishop Burn's decree of April 29, 2020

The most important action you can take before you open your parish for any event or celebration is *preparation*. Go through this checklist, walk through your parish buildings, make plans for addressing any concern you see, and practice beforehand. Do not open or begin any public event or celebration until you feel that at least the below are addressed but also make sure that your own concerns are addressed. If you do not feel comfortable, you, as pastor, have authority to delay a particular event or celebration until it is safe for everyone present, whether employee, guest or yourself. This is a dangerous virus, and safety is of utmost importance.

Preparing the Church Building

- Make sure you have all necessary supplies for cleaning, disinfecting and hand washing.
- Regularly clean and disinfect commonly touched services (doors, seats, tables, restrooms, etc.)
- Designate a single entrance and exit for all to use.
- Keep doors ajar when possible so that individuals will not need to physically touch doors or doorknobs to enter or exit buildings.
- Disinfect seats between any event or liturgical celebration.
- Make hand sanitizers and bathrooms available for regular hand washing.
- No Holy Water should be placed in the font or receptacles at the entrance of the church.
- Hymnals, missalettes, envelopes, other papers (prayer cards, welcome to visitors, etc.) should be removed from the pews or chairs.
- Sanitize objects that come into the church building for use, where possible.
- There must be six feet between any individual or family group in the pews. Mark six feet on each pew and provide clear signs.
- Alternate pew rows (leaving every other row empty) with clear barriers to entrance (yellow tape, for example).
- The 25% limit is a **maximum** limit. You are free to limit the number of people in church buildings up to 25%, but you do not need to fill the building to 25% if you feel that such a number would not be safe.

- Building capacity limits are defined by the Fire Marshall. Be in contact with local authorities to confirm this number.
- Strongly consider wearing face coverings when possible, even when celebrating sacraments such as baptism or confirmation or when distributing communion.

Preparing the Parish Offices

- Regularly clean and disinfect all parish offices and restrooms.
- Sanitize equipment and mail that comes into the office.
- Screen employees and volunteers before they come in to work by instructing them *not* to come in if they are showing *any* of the COVID-19 symptoms, including but not limited to cough, shortness of breath, chills, fever, loss of taste or smell, etc.
- Do not permit anyone who has been diagnosed with COVID-19 to return to work until a medical professional has, with a signed note, explicitly cleared the person for work and proper quarantine restrictions have been fulfilled.
- Do not allow an employee or volunteer to return to work if they knowingly have had close contact with someone with a confirmed COVID-19 case until a medical professional has permitted such return after proper quarantine.
- Have employees and volunteers wash their hands when entering the building and regularly throughout the day. Signs reminding the building of this is appropriate.
- Instruct individuals to maintain proper social distancing at work and arrange offices so that this can be accomplished. Remove or block chairs if necessary to do this.
- Encourage employees and volunteers to wear proper face coverings while interacting with others or in open spaces.

Liturgical Celebrations

Baptism for Infants

- At the Rite of Receiving the Child, it is not necessary to make contact with the child when you are signing his or her forehead.
- When more than one person is being baptized in a celebration, the water should be blessed in a pitcher or other vessel and poured over the candidate, not taken from the basin where it will potentially be reused for more than one person.

- The Ephpheta prayer should be prayed without touching the child's mouth or ears as called for in the Order of Celebrating Baptism. This rite is optional as well.
- Following the celebration, the water should be disposed of properly.
- Cotton swabs may be used for anointing during the baptismal rite. The anointing before the baptism may also be omitted. The anointing after baptism may not be omitted.
- Make sure the baptismal candle is not transferred between numbers of people.

Baptism for Adults

- Walk-in fonts may not be used. All baptisms should occur by pouring and not full immersion.
- When more than one person is being baptized in a celebration, the water should be blessed in a pitcher or other vessel and poured over the candidate, not taken from the basin where it will potentially be reused for more than one person.

Eucharist

- Have hand sanitizer available so that you can sanitize your hands before consecration and/or distribution.
- Do not utilize Extraordinary Ministers of Holy Communion at this time.
- Concelebrating priests should receive by intinction from a separate chalice.
- Be careful when distributing communion, avoiding unnecessary touching between people.
- You may not distribute with gloves on or distribute to someone's gloved hand.
- Individuals should not receive communion with a face covering on, as removing the face covering while holding the host could result in a dropping of the host.
- When purifying your fingers after distribution, do so in the purificator before using hand sanitizer in case particles remain on your hands.

Confirmation

- All necessary delegations will be provided. Remember to submit the date of delegation so that we have it in our records.
- Anointing can be done with cotton swabs.

- Those receiving confirmation may wear face coverings.

Confessions

- Before establishing scheduled times for Confession, find a space in the church or outside of the church that provides an open, safe environment.
- Make sure that you provide some sort of means of maintaining privacy and anonymity, including by means of a grate. A cloth covering for the grate will add an additional barrier.
- Consider adding additional times for confessions so that crowds are not likely to gather.
- Consider all the places where individuals may gather contrary to social distancing requirements.
- Place markings on the floor or ground to maintain social distancing of six feet between people, or consider other ways of keeping people apart (such as asking individuals to remain in their cars for as long as possible before confessing).
- Have an usher ensure that people maintain proper social distancing. People should not congregate at the door waiting to enter the church.
- You may not use walkie talkies or phones to amplify your voices.
- Both confessor and penitent may wear face coverings.

Weddings and Quinceañeras

- Encourage couples to invite limited numbers of family and guests, as 25% capacity is the maximum.
- Encourage small wedding parties so that social distancing can be maintained in the sanctuary space.
- All parties may wear face coverings during the wedding celebration.
- Consider encouraging the couple to hold the reception at a later date.
- If couples are using the parish hall for the reception, make sure that it is disinfected and cleaned and ensure that all social distancing guidelines are maintained.
- Quinceañeras: should observe all relevant guidelines above.

Funeral Mass, Wakes and Burials

- Consider having the funeral home carry the casket instead of pall bearers.
- The Sign of Peace remains suspended for all Masses, including Funeral Masses.
- Consider having a very long period for the Wake so that large crowds do not gather at once.
- Maintain social distancing, even during burials.
- Ensure that vulnerable populations, especially the elderly, are properly protected.