

August 17, 2020

Guidelines for Returning to Ministry

Out of an abundance of caution and care for the health of our people, all ministry gatherings (including group meetings, prayer services, classes, workshops, bible studies, etc.) should take place virtually using video conferencing /video streaming, or be held outdoors. Indoor ministry gatherings are not allowed for those parishes in a county that are currently on the COVID-19 watch list.

When determining whether a ministry gathering should be held live outside, a number of factors should be considered including:

- The age and health of the group. If most of the group members are over 65, the gathering should be held virtually.
- The weather and outdoor conditions. Meetings should be held in the morning or late evening. Outdoor meetings should NOT take place if the temperature is over 90 degrees.
- Parishes should consider outdoor canopies, tarping or tenting to provide adequate shade for outdoor gatherings.

Protocols for Outdoor Ministry Gatherings

In General

- In general, in-person meetings, especially large gatherings should be minimized. Ministry gatherings should take place outside and shall be governed by the same rules as public Mass.
- People who participate in any live, outdoor ministry gathering **must** pre-register online or sign in on site and provide their name, email, and phone number for contact tracing purposes. Sign in sheets that include this information for all participants and for leadership must be filed in the parish office along with date, time, and ministry.
- Prior to the start of each meeting, everyone's temperature must be taken. Anyone who has a temperature should be sent home. Follow sanitation guidelines for public Mass. Spaces and surfaces used should be sanitized before every gathering. Live gatherings should be scheduled to accommodate time for adequate sanitation.
- Social distancing must be observed; participants must be 6 feet apart at all times and masks must be worn.
- Meetings should last not more than 90 minutes.
- Once the meeting has concluded, people should exit the premises and refrain from staying behind to socialize.
- No one will share spaces, supplies, or work in groups
- All people who participate with an outdoor in-person ministry gathering must wash their hands with soap and water or sanitize their hands with hand sanitizer prior to the meeting.
- Children and adults involved in any ministry must provide their own Bibles, paper, writing utensils, and other needed supplies to gatherings. Sharing of these materials is not allowed.
- Advise people to use a restroom at home before coming to church.
- The number of people in the bathroom at one time should be limited to the number of sinks in that bathroom.
- Food may not be served at ministry gatherings. People should bring their own food and drink.
- At no time can an outdoor ministry gathering be more than 100 people unless allowed by an individual county.

Youth Ministry Programs

- Implement drop off and pick up protocols that do not require additional contact with others. This would include parent's staying in the car and dropping off children at the curb. A masked volunteer should direct traffic in order to maintain safe social distance as children are dropped off.
- Parents should still sign their children in and out of the ministry. This should be done in a way that minimizes the contact of parents with other people.
- When students are being picked up at the end of a program:
 - Students should be asked to practice social distancing outside of church buildings and wear face coverings at all times.
 - It is the responsibility of each parent to familiarize and prepare their child to understand the safety protocols that will be in place at the parish (eg. wearing a face mask, definition of social distancing, frequent hand washing).
- Efforts should be made to form small groups based on the school teenagers attend. If school-based small groups are not possible, try to limit the number of schools represented in each small group.
- There should be no sharing of cell phones or any other personal items.
- When planning and executing ice-breakers, community building activities and prayer, social distancing must be maintained. All participants should refrain from any physical expressions of affection.
- If county guidelines allow for outdoor recreational activities:
 - Participants must wear face coverings at all times and follow social distance protocols.
 - Everyone must bring their own snacks. Food cannot be served or shared.
 - If Mass/Liturgical celebration is part of the outdoor activity, participants must maintain social distancing and refrain from shaking hands or other physical contact.
 - Hand sanitizer or other disinfectant must be made available at all times and participants should be encouraged to use it.
- Meetings outside of parish property:
 - If the parish Youth Ministry sponsors a youth gathering outside of the parish in a public venue such as a restaurant, then all applicable county restrictions must be maintained.
 - Students should only sit at the same table if they are members of the same family.
 - If students gather outside, social distancing must be maintained. Physical expressions of affection should not be encouraged.

Employee and Volunteer Protocols

Employee and volunteers must be trained in sanitation and hygiene instruction. Volunteers will provide initial and routine instruction in social distancing and health practices to their students.

Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure, all employees and volunteers will be required to undergo a two-step Daily Wellness Screening.

Employees and volunteers will first be required to conduct a self-screening of COVID-19 symptoms. If an employee or volunteer is experiencing any of the following symptoms they are expected to remain home and inform the Pastor:

- Has a fever – OR –
- Has felt ill in the last 72 hours – OR –

- Has one or more of the following conditions:
 - Skin rash
 - Difficulty breathing
 - Persistent cough
 - Decreased consciousness or confusion of recent onset
 - New unexplained bruising or bleeding (without previous injury)
 - Persistent diarrhea
 - Persistent vomiting (other than air sickness)
 - Headache with stiff neck
 - Appears obviously unwell

Upon arrival on-site each day, every employee and volunteer is expected to complete the final step of the daily wellness screening process. The process works as follows:

- Each employee and volunteer will be expected to have their temperature taken and answer an additional screening questionnaire.
- If the employee or volunteer **does not** exhibit a fever or symptoms identified on the screening questionnaire, they will be allowed to proceed forward on-site.
- If the employee or volunteer **does** exhibit a fever or symptoms identified on the screening questionnaire, they will not be allowed to proceed forward on-site. The Pastor will be informed that the employee or volunteer has been instructed to go home.

Employee and Volunteer Illness

If an employee or volunteer begins to feel ill and exhibit any of the symptoms of the virus, especially a fever, a changing cough, or difficulty breathing, the individual must immediately leave the premises while wearing a face covering until off property. After leaving the premises, the individual is to immediately contact the DRE or Pastor to notify them that they are feeling ill and have left the premises to ensure the safety of others.

If diagnosed with COVID-19, an employee or volunteer may return to faith formation when **all** of the following criteria has been fulfilled:

- At least 3 days (72 hours) passed since recovery (no fever without the use of fever-reducing medications)
- Free of the following symptoms:
 - Skin rash
 - Difficulty breathing
 - Persistent cough
 - Decreased consciousness or confusion of recent onset
 - New unexplained bruising or bleeding (without previous injury)
 - Persistent diarrhea
 - Persistent vomiting (other than air sickness)
 - Headache with stiff neck
- Medically cleared by a physician to return to work

If you have symptoms that could be COVID-19 and are not evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to parish ministry programming until **all** the criteria listed above has been fulfilled.

Shared Spaces

Employees and volunteers are encouraged to disinfect their workspace regularly, giving special attention to commonly touched surfaces. Sites must have alcohol-based hand sanitizers and cleaning products accessible

throughout the church grounds to disinfect frequently touched objects and surfaces such as telephones and keyboards. There will be limited access to certain spaces to reduce exposure to risks and ensure employee and volunteer safety. Workspace usage is as follows:

Office Capacity – Site will be monitoring the number of persons in the offices. Signage indicating capacity limits will be posted.

Conference Rooms, Classrooms, & Meeting Rooms – Parish employees must monitor the number of persons in all meeting spaces. Signage indicating capacity limits will be posted. Employee and volunteer meetings are required to use a virtual option.

Copy Room – There will be limited access to the copy room. Signage indicating capacity limits will be posted.

Daily Health Screening (Adults)

Name:

Position: _____

Q1: Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19?

If yes, circle what applies above and notify staff immediately.

Q2: Since your last time on campus, have you had any two of these symptoms

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If yes, circle symptoms and notify staff immediately.

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature
< OFFICE USE ONLY >				

If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county HHS they will be instructed to go home or to the nearest health center.

Then, complete the following section of this form:

Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs of respiratory illness present? _____ Yes _____ No

Date the employee returned to work: _____

Cleaning & Supplies

Facilities Cleaning:

The safety of everyone is our first priority. Upon reopening, all parish facilities must be completely cleaned and disinfected, and parishes must continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the facilities before employees, volunteers and students return, the steps outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	At the end of each use/day
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, Light switches, Sinks, Restrooms	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Additional Supplies

Item	Quantity	Notes
<u>Hand Pump Sprayer</u>	1/classroom	For teacher use, to spray desks for students to wipe down.
Staff Gloves	500 count/class	Nitrile gloves
Cleaning Solution		Alcohol-based
Restroom Soap Dispensers		Automated
IR Therm	2/parish	Housed in faith formation or parish office
Acrylic/Plexiglass		Office counter & isolation space