



Catholic Diocese of Richmond  
1820 Bicentennial 2020

**Emergency Preparedness  
Instruction Manual for  
Parishes, Schools, and  
Campus Ministries**

*Effective from June 15, 2020*

*Version 4.0 (6/8/20)*



# EMERGENCY PREPAREDNESS RESPONSE TO COVID-19

*Effective from June 15, 2020*

In light of the coronavirus (COVID-19) impacting the region and beyond, the Catholic Diocese of Richmond will continue to provide information on how to be prepared today, and as we move forward in the coming days and weeks. This Emergency Preparedness Response helps to ensure that we continue the Church's Mission: teaching the faith, celebrating the sacraments as needed in this age, and care for the poor, even as we support the common good and assure the health and well-being of our neighbor.

The Pastoral Center strives to continue its support to each parish, school, campus ministry, and other ministries even in the midst of a pandemic. Please know that your work is a true blessing to those whom you serve and minister and to the diocese overall.

The instructions in this document apply to all parishes, schools, campus ministries, and other diocesan entities and is based on both governmental and health department guidance. In situations where the instructions cannot be applied as stated due to local circumstances, Pastors should use prudential judgement and care in making adaptations to ensure that availability of the sacraments and the safety of all is paramount. Pastors should notify their local Dean and send an email to [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) when an adaptation is made.

For any questions or suggestions, please contact [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org).

## Index of Changes

Version 4.0 (6/8/20)		
Page #	Section	Change
10 - 18	II. GUIDELINES FOR ALL LITURGICAL CELEBRATIONS	<ul style="list-style-type: none"> <li>Updated to reflect current guidance on face coverings for priests, deacons, seminarians, and the lay faithful</li> <li>Added permission and information on use of secondary space for overflow during public Mass</li> <li>Added notification process when livestreaming is used</li> <li>Reduced the required time between public Masses based on capacity</li> <li>Added instructions about collecting contact information of individuals who are gathered for public Masses and liturgical celebrations</li> </ul>
19 – 22	III. RECEPTION OF HOLY COMMUNION BY THE FAITHFUL	<ul style="list-style-type: none"> <li>Updated instructions to include the ability for seminarians and lay ministers to distribute Holy Communion</li> <li>Updated “Procedures for distributing Holy Communion to the Homebound” section</li> </ul>
24 - 26	V. GUIDELINES FOR USE OF CHURCH BUILDINGS	<ul style="list-style-type: none"> <li>Updated the “Gathering limit Churches outside of liturgical celebrations” section to include new guidance for limits on gatherings and flexibility with the use of a porter</li> <li>Updated the “Baptismal fonts and holy water” section to allow for fonts with running water as well as cleaning instructions</li> </ul>
27 - 31	VI. GUIDELINES FOR OTHER LITURGICAL AND SACRAMENTAL CELEBRATIONS	<ul style="list-style-type: none"> <li>Updated “Baptisms” section</li> <li>Updated “Confirmation” section</li> <li>Updated “Holy Hours of Adoration with Exposition” section</li> <li>Added instructions for “Eucharistic Processions on the Solemnity of Corpus Christi”</li> </ul>
32 - 34	VII. GUIDELINES FOR NON-LITURGICAL GATHERINGS AND MEETINGS	<ul style="list-style-type: none"> <li>Added. The entire section is new based on guidance per Executive Order 65</li> </ul>
35	VIII. GUIDELINES FOR OPERATING PARISHES	<ul style="list-style-type: none"> <li>Added guidance in a new section “Providing fresh air into indoor spaces”</li> <li>Moved information about gatherings to Section VII, Guidelines for non-liturgical gatherings and meetings</li> </ul>
38	X. PASTORAL CARE TO THE POOR	<ul style="list-style-type: none"> <li>Updated limit on individuals from 10 to 50 per Executive Order 65</li> </ul>
39	XI. PREVENTIVE MEASURES	<ul style="list-style-type: none"> <li>Updated to include information about the use of face coverings for employees and volunteers</li> </ul>

Version 4.0 (6/8/20)		
Page #	Section	Change
40 - 41	XII. GENERAL HEALTH INFORMATION	<ul style="list-style-type: none"> <li>Updated “Tele-medicine” section to note that the co-pay has been waived through 9/13/20</li> <li>Updated “Return to Work or Ministry for Employees or Volunteers</li> </ul>
42 - 45	XIII. OPERATIONAL RESPONSE	<ul style="list-style-type: none"> <li>Updated with new instructions based on Executive Order 65 and diocesan guidelines</li> </ul>
46 - 47	XIV. PAY AND LEAVE POLICIES RELATED TO THE COVID-19 PANDEMIC	<ul style="list-style-type: none"> <li>Updated with new instructions based on Executive Order 65 and diocesan guidelines</li> </ul>
48 - 49	XV. EMPLOYEE CONCERN CONSIDERATIONS AND TEMPORARY TELEWORK CONSIDERATIONS RELATED TO THE COVID-19 PANDEMIC	<ul style="list-style-type: none"> <li>Added</li> </ul>
54 – 55	XIX. FINANCIAL PROCESSES FOR OFFERATORY	<ul style="list-style-type: none"> <li>Added</li> </ul>
n/a	Appendix III   Instruction Flyer for Parishioners	<ul style="list-style-type: none"> <li>Updated from a previous version</li> </ul>
n/a	Appendix IX   Use of a Secondary Space (Phase 2) Checklist	<ul style="list-style-type: none"> <li>Added</li> </ul>
n/a	Appendix X   Transition Plan for the Pastoral Center	<ul style="list-style-type: none"> <li>Added</li> </ul>
n/a	Appendix XI   Pastoral Center Temporary Telework Policy	<ul style="list-style-type: none"> <li>Added</li> </ul>

Version 3.0 (5/13/20)		
Page #	Section	Change
7	I. LIMITED CELEBRATION OF PUBLIC MASSES	<ul style="list-style-type: none"> <li>Renamed from “Temporary Suspension of Public Masses”</li> <li>Updated to reflect instructions for Phase 1 Reopening per Executive Order 61 and diocesan guidance</li> </ul>
8 - 14	II. GUIDELINES FOR ALL LITURGICAL CELEBRATIONS	<ul style="list-style-type: none"> <li>Renamed from “Guidelines for Celebration of Private Masses”</li> <li>Updated to reflect instructions for Phase 1 Reopening per Executive Order 61 and diocesan guidance</li> </ul>
15 - 17	III. RECEPTION OF HOLY COMMUNION BY THE FAITHFUL	<ul style="list-style-type: none"> <li>Updated to reflect instructions for Phase 1 Reopening per Executive Order 61 and diocesan guidance</li> </ul>
18	IV. CARING FOR THE FAITHFUL WHO ARE UNABLE TO ATTEND A PUBLIC MASS	<ul style="list-style-type: none"> <li>Renamed from “Caring for the Faithful in lieu of Public Masses”</li> <li>Updated to reflect instructions for Phase 1 Reopening per Executive Order 61 and diocesan guidance</li> </ul>
19 - 21	V. GUIDELINES FOR USE OF CHURCH BUILDINGS	<ul style="list-style-type: none"> <li>Renamed from “Guidelines for Use of Church Buildings for Private Prayer”</li> <li>Updated to reflect instructions for Phase 1 Reopening per Executive Order 61 and diocesan guidance</li> </ul>
22 - 25	VI. GUIDELINES FOR OTHER LITURGICAL AND SACRAMENTAL CELEBRATIONS	<ul style="list-style-type: none"> <li>Updated to reflect instructions for Phase 1 Reopening per Executive Order 61 and diocesan guidance</li> </ul>
n/a	GUIDELINES FOR GATHERINGS FOR INDIVIDUALS FOR PRAYER	<ul style="list-style-type: none"> <li>Removed from the document and merged with other sections.</li> </ul>
26	VII. GUIDELINES FOR OPERATING PARISHES	<ul style="list-style-type: none"> <li>Updated to reflect instructions for Phase 1 Reopening per Executive Order 61 and diocesan guidance</li> </ul>
n/a	Appendix I   Reopening our Parishes (Phase 1) Checklist	<ul style="list-style-type: none"> <li>Added</li> </ul>
n/a	Appendix II   COVID-19 Social Distanced Seating Template (Phase 1)	<ul style="list-style-type: none"> <li>Added</li> </ul>
n/a	Appendix III   Instruction Flyer for Parishioners	<ul style="list-style-type: none"> <li>Added</li> </ul>
n/a	Appendix IV   Plexiglass Sneeze Guard & Shield Information	<ul style="list-style-type: none"> <li>Added</li> </ul>
n/a	Appendix V   Cleaning and Disinfecting Your Facility	<ul style="list-style-type: none"> <li>Added</li> </ul>

Version 3.0 (5/13/20)		
Page #	Section	Change
n/a	Appendix VI   Cleaning and Disinfecting your Church Furniture	<ul style="list-style-type: none"> <li>Added</li> </ul>
n/a	Appendix VII   Disinfectant Supplies and Meeting EPA Criteria	<ul style="list-style-type: none"> <li>Added</li> </ul>
n/a	Appendix VIII   Rite of Christian Initiation of Adults (RCIA) Guidance in light of COVID-19	<ul style="list-style-type: none"> <li>Added</li> </ul>

Version 2.1 (4/14/20)		
Page #	Section	Change
6 – 7	II. GUIDELINES FOR CELEBRATION OF PRIVATE MASSES	<ul style="list-style-type: none"> <li>Revised section to allow for a few select lay persons to participate as liturgical ministers.</li> <li>Added further clarification for clergy and laity on various aspects of participation in private Masses.</li> </ul>
7	III. RECEPTION OF HOLY COMMUNION BY THE FAITHFUL	<ul style="list-style-type: none"> <li>Added item #4 which allows for approved liturgical ministers to receive communion after the conclusion of a livestreamed Mass in which they are assisting.</li> </ul>
8	IV. CARING FOR THE FAITHFUL IN LIEU OF PUBLIC MASSES	<ul style="list-style-type: none"> <li>Corrected the date that Bishop Knestout consecrated the Diocese to the Sacred Heart of Jesus and Immaculate Heart of Mary.</li> </ul>
10	VI. GUIDELINES FOR OTHER LITURGICAL AND SACRAMENTAL CELEBRATIONS	<ul style="list-style-type: none"> <li>Updated guidance about the use of the third form of the “Rite of Penance” or “general absolution”.</li> </ul>

**Version 2.0 (3/30/20)**

<b>Page #</b>	<b>Section</b>	<b>Change</b>
5	II. GUIDELINES FOR CELEBRATION OF PRIVATE MASSES	<ul style="list-style-type: none"> <li>Added additional clarification of who can be present for a private/livestreamed mass.</li> <li>Noted that no lay people may be present (lectors, musicians, cantors, congregation, etc.) except to assist with the livestream.</li> </ul>
6	IV. CARING FOR THE FAITHFUL IN LIEU OF PUBLIC MASSES	<ul style="list-style-type: none"> <li>Noted the date that Bishop Knestout consecrated the Diocese to the Sacred Heart of Jesus and Immaculate Heart of Mary.</li> </ul>
7	V. GUIDELINES FOR USE OF CHURCH BUILDINGS FOR PRIVATE PRAYER	<ul style="list-style-type: none"> <li>Added a reminder to sanitize all materials for prayer in the Church on a regular basis.</li> </ul>
8	VI. GUIDELINES FOR OTHER LITURGICAL AND SACRAMENTAL CELEBRATIONS	<ul style="list-style-type: none"> <li>Updated guidance about the use of the third form of the “Rite of Penance” or “general absolution”.</li> </ul>
8	VII. GUIDELINES FOR GATHERINGS FOR INDIVIDUALS FOR PRAYER	<ul style="list-style-type: none"> <li>Added information about outdoor prayer gatherings (holy hours, confessions, etc.) as well as parking lot/vehicle services.</li> </ul>
14-16	XIII. OPERATIONAL RESPONSE	<ul style="list-style-type: none"> <li>Updates to Diocesan Schools section to reflect the current status.</li> <li>Updates to the Pastoral Center section to reflect the current status.</li> </ul>
17-19	XIV. PAY AND LEAVE POLICIES RELATED TO THE COVID-19 PANDEMIC	<ul style="list-style-type: none"> <li>Updated the effective date to now be March 30, 2020 to June 30, 2020 of the temporary policies.</li> <li>Updated the “Telework Considerations” section to align with recent White House guidance.</li> <li>New guidance for situations #2 (office is closed and telework is approved) and #3 (office is closed and employees are not able to telework).</li> </ul>
22	XVII. FINANCIAL PROCESSES FOR DAY-TO-DAY OPERATIONS	<ul style="list-style-type: none"> <li>Link to sample cash balance report added under the “Cash Balances” section.</li> </ul>
23	XVIII. FINANCIAL CHALLENGES	<ul style="list-style-type: none"> <li>New section added.</li> </ul>
24	XIX. FINANCIAL RELIEF PLAN	<ul style="list-style-type: none"> <li>New section added.</li> </ul>
24	XX. GOVERNMENT RELIEF	<ul style="list-style-type: none"> <li>New section added.</li> </ul>

## Table of Contents

I.	Limited Celebration of Public Masses
II.	Guidelines for all Liturgical Celebrations
III.	Reception of Holy Communion by the Faithful
IV.	Caring for the Faithful who are unable to attend a Public Masses
V.	Guidelines for Use of Church Buildings
VI.	Guidelines for Other Liturgical and Sacramental Celebrations
VII.	Guidelines for Non-Liturgical Gatherings and Meetings
VIII.	Guidelines for Operating Parishes
IX.	Pastoral Care to the Sick
X.	Pastoral Care to the Poor
XI.	Preventive Measures
XII.	General Health Information
XIII.	Operational Response
	a. Diocesan Schools
	b. Diocesan Parish
	c. Pastoral Center (to include Campus Ministries)
XIV.	Pay and Leave Policies Related to the COVID-19 Pandemic
XV.	Employee Concern Considerations and Temporary Telework Considerations Related to the COVID-19 Pandemic
XVI.	Travel Restrictions
XVII.	Employee Assistance Program
XVIII.	Financial Processes for Day-to-Day Operations
XIX.	Financial Processes for Offertory
XX.	Financial Challenges
XXI.	Financial Relief Plan
XXII.	Government Relief
XXIII.	Designated Contacts and Email Addresses



**Per the Governor of Virginia’s Executive Order 65, as of Friday, June 5, 2020, gatherings are limited to 50 people or less. However, per the Governor of Virginia’s Executive Order 61, places of worship may have services up to 50% of the lowest occupancy load on the certificate of occupancy of the room or facility in which the Mass is celebrated.**

## **I. LIMITED CELEBRATION OF PUBLIC MASSES**

The suspension of Masses is lifted beginning with the Vigil Mass on Saturday, May 23, 2020; however, parishes must ensure there is appropriate social distancing (remain at least 6 feet from other people, as defined by the Centers for Disease Control and Prevention (CDC)) among all gathered, including the priest and deacon in the sanctuary; the musician and cantor in their area of the church; and all lay faithful in attendance.

The total number of people present cannot exceed the indoor capacity percentage (50% as of May 15, 2020) based on the lowest occupancy load on the certificate of occupancy of the room or facility in which the Mass is celebrated as established by the Governor of Virginia’s Executive Order 61.

It is the expectation that all parishes in the Diocese of Richmond will begin to offer public Masses effective May 23, 2020. Parishes may not open without a “Letter of Approval to Enter Phase 1” issued by the diocesan Office of Preparation.

If a pastor determines that his parish cannot begin offering public Masses beginning on May 23, 2020 because 1) he feels the parish is not prepared to open for whatever reason or 2) the pastor is in a vulnerable category and is concerned with his own health, he should contact the Office of Preparation for further guidance.

**Prior to resuming the celebration of public Masses, parishes must submit the Reopening our Parishes (Phase 1) Checklist at least 72 hours before the first public Mass is celebrated and receive a “Letter of Approval to Enter Phase 1”. This form may be found in Appendix I.**

## II. GUIDELINES FOR ALL LITURGICAL CELEBRATIONS

### General Instructions.

- **Face Coverings.** All present for the liturgy ages 10 and older must wear face coverings, as recommended by the CDC, World Health Organization (WHO), and Governor of Virginia, when present for any Mass or liturgical celebration.
  - **Priests.** All priests must wear a face-covering during any public Mass and other gatherings during any time when he is not speaking. This would include, and is not limited to, processing and recessing, during the Liturgy of the Word when others are proclaiming readings, during musical selections, and for distribution of Holy Communion. Additionally, when speaking, the priest should be at least six feet away from any other individual, including deacons or altar servers (if the parish is utilizing them at this time).
  - **Deacons.** All deacons must wear a face-covering during any public Mass and other gatherings during any time when he is not speaking. This would include, and is not limited to, processing and recessing, during the Liturgy of the Word when others are proclaiming readings, during musical selections, and for distribution of Holy Communion. Additionally, when speaking, the deacon should be at least six feet away from any other individual, including priests or altar servers (if the parish is utilizing them at this time).
  - **Lectors.** During the proclamation of the reading(s), the lector may remove his/her face covering to proclaim the reading but should return the face covering after they conclude the reading.
  - **Cantor.** A cantor may remove his/her face covering when he/she is singing but return the face covering after he/she concludes singing.
  - **Ushers.** All ushers should wear a face covering at all times. It is strongly encouraged, whenever possible, that parish staff serve as the ushers at this time.
  - **Altar Servers.** Though it is not forbidden, parishes are encouraged to consider suspending the ministry of altar server at this time, as many of the server's roles involve non-adherence to social distancing practices. If there are servers, they must wear a face covering at all times.

- **Lay faithful, including religious sisters and seminarians.** The lay faithful, including religious sisters and seminarians, who are 10 years of age or older as well as those receiving Holy Communion must wear a face-covering during public Mass and other gatherings. Anyone who is 10 years of age or older who does not have a face covering or refuses to wear a face-covering should not be allowed to enter any diocesan facility for public Mass or other gatherings.
- Face coverings may not be distributed by a parish, school, or campus ministry to the faithful.
- **Hand sanitizer.** All present are encouraged to use hand sanitizer, when it is available.
- **Vulnerable category.** Parishes are strongly encouraged to stress upon the faithful in a vulnerable category (*i.e.*, older adults, those 65 years and older; people who are immunocompromised) to remain home, as per the recommendation of the CDC and the Governor of Virginia. Further, parishes are strongly encouraged to avoid asking those in a vulnerable category to volunteer as ministers at Mass.
- **Priest in a vulnerable category.** Any pastor or administrator in a vulnerable category who has concerns with celebrating limited public Masses at this time must contact the Vicar for Clergy prior to announcing that public Masses will not resume in the parish(es) at the present time.
- **Dispensation from the obligation to attend Mass.** Due to the capacity limit for liturgies, in turn limiting the number of faithful who can attend Mass and recognizing, too, that those in a vulnerable category should remain home, Bishop Knestout dispenses all of the faithful of the Diocese of Richmond from the obligation to attend Mass on Sundays and holy days until further notice.
- **Private Mass celebrations.** While parishes may resume the celebration of Mass up to the church's capacity percentage established by the Governor of Virginia, any private Mass should continue to be celebrated in a rectory, parish chapel, or other suitable space. The practice continues of these Masses not being celebrated in a parishioner's home or any other facility.
- **Mass intentions.** Priests should offer intentions for the Masses as requested by the faithful; however, on Sundays and Holy Days, the intention of at least one Mass celebrated by the Pastor or Administrator should be *pro populo* ("for the people").

- **Posted homilies and recordings.** Priests should continue posting written or video-taped homilies and reflections from the readings of the Mass of the Day on the parish website.
- **Prayers for communion by desire.** While many of the faithful may not be able to attend a public Mass, *e.g.*, those in a vulnerable category, or be able to receive communion, *e.g.*, the care facility is not permitting outside visitors, including clergy, parishes should continue to provide prayers for communion by desire.

### **Livestreaming/recorded Masses.**

Parishes should continue livestreaming/recording Mass for the faithful unable to attend, *e.g.*, those in a vulnerable category.

In Phase One, parishes were not permitted to celebrate Mass in the church and livestream the Mass to another location (gym, commons, etc.) for additional lay faithful to attend. **In Phase Two, if a parish desires to celebrate Mass in the church and livestream that Mass to another location in the building (gym, commons, etc.), they are welcome to do so. However, if a parish chooses to do so, they must complete “Appendix IX: Use of a Secondary Space (Phase 2)” checklist and provide a floorplan for the new space being utilized.** All of the same guidance pertaining to Mass celebrations in the church apply to the new space being utilized.

Any event (public Mass, worship event, etc.) that is being livestreamed and includes individuals of the general public must give advanced notice that the livestream will be occurring. This includes Masses that are livestreamed within the same diocesan facility. The following language (or an appropriate adaptation) must be provide so as to give advance notice to your community via channels such as on-site signage and announcements, website and/or other digital media accounts.

*Due to COVID-19, Mass is being live streamed for use on various Diocesan digital media accounts of the Catholic Diocese of Richmond, including, but not limited to, the websites of the Catholic Diocese of Richmond and The Catholic Virginian, and social media platforms of the Catholic Diocese of Richmond. Photography and/or screenshot images from the livestream may be used for The Catholic Virginian print edition. If you do not wish to be captured by live streaming, please refrain from attending that particular Mass time.*

### **Additional social distancing considerations.**

- Given the indoor capacity percentage, please review the diagram in Appendix II. While this diagram serves merely as an example, parishes are encouraged to use this map as a tool for mapping out their own church space, taking into account appropriate spacing.
- Family/households need not social distance, per Executive Order 61; as noted on the Appendix II diagram, a consideration for parishes is one section for family/household seating and one section mapped for individual seating, each section with appropriate social distancing.
- Some parishes, based on the size and configuration of the church, taking into account social distancing, may not be able to reach the indoor capacity percentage for places of worship established by the Governor of Virginia. For example, a church with a certificate of occupancy of 400 individuals may hold a liturgy with 200 individuals. However, taking into account social distancing, the church may only be able to accommodate 150 individuals. Therefore, the capacity at any and all liturgical celebrations is 150 individuals. The parish's priority must be adhering to appropriate social distancing rather than minimizing or reducing social distancing in an effort to more closely approach the indoor capacity percentage for places of worship established by the Governor of Virginia.
- To ensure the best options for social distancing, a pastor may opt to celebrate Mass in an alternate indoor space (like a parish hall or gym).
- Similar to grocery stores and other retail stores, parishes should strongly consider establishing one area of the church where the faithful enter the church and another area where the faithful exit the building.

### **Daily Mass schedule.**

While parishes may resume the celebration of Mass based on the church's capacity percentage established by the Governor of Virginia, parishes are to offer no more than the number of Masses regularly scheduled on a given day up to a total of three Masses (in any language). For example, if the parish offers one, daily Mass Tuesday through Friday, the parish is to offer only one daily Mass at this time. With regard to the Sunday Mass schedule, a parish may offer one Sunday Vigil Mass on Saturday and no more than three Masses on Sunday, regardless of the number of priests assigned to the parish.

- Time between each Mass. In light of feedback received from locations, locations may follow the sliding scale below with regard to setting the minimum time between Masses.

<u>Capacity</u>	<u>Time between Masses</u>
0-100 person capacity in the space	1.5 hours minimum
100-200 person capacity in the space	2 hours minimum
200 or more person capacity in the space	2.5 hours minimum

- For example, if a parish's space has a capacity of 75 people and Mass begins at 8:00 am, the next Mass may not be offered until 9:30 am. This allows for people to arrive and be seated, the Mass to be celebrated, receipt of communion, the people to depart the building through the appropriate exit, the church and restrooms to be cleaned and disinfected prior to the next Mass, and avoid possible interaction of the faithful leaving/arriving at a Mass in an effort to maintain indoor capacity percentages. This minimum timeframe is put in place to help minimize the number of changes of mass times, knowing that at some point attendance at public Mass will increase which will in turn increase all other times frames associated with the safety of hosting a public Mass (cleaning, disinfecting, check-in parishioners, etc.).
- Adjusting historical, parish Mass times. In light of the mandate for time between Masses, historical parish Mass times may need to be adjusted. Once an adjusted Mass schedule is established, the parish should communicate it via email, the parish voicemail (if able to do so), social media platforms, and posting the schedule on the door(s) of the church building. Further, in light of the summer months ahead, and knowing too, some of our parishes have an influx of vacationers/travelers attending Mass, parishes are strongly encouraged to communicate not only the adjusted Mass schedule, but any other parish specifics concerning the attendance for Mass, *e.g.*, you must sign-up ahead of time to attend Mass.
- Mass for those in a vulnerable category. In light of many parish communities having a large number of parishioners in a vulnerable category (*i.e.*, older adults, those 65 years and older; people who are immunocompromised) when establishing adjusted Mass times, parishes may wish to consider a Mass time designated/reserved for those in a vulnerable category.

### **Inviting parishioners to attend Mass.**

Given the capacity percentage established by the Governor of Virginia, parishes—depending on the size of the community—may wish or need to develop a plan for inviting parishioners to attend Mass. Regardless of the plan, once again, the total number of people present for the liturgy cannot exceed the capacity percentage established by the Governor of Virginia. Possible plans for inviting parishioners to attend Mass include:

- Alphabetically. For example, those whose last names begin with the letters A-E are invited to attend the 8:00 am Mass; letters F-J, the 11:00 am Mass.
- Envelope number. For example, those whose envelope number is 100-200 are invited to attend the 8:00 am Mass; numbers 200-300, the 11:00 am Mass.
- Online sign-up. Parishioners sign-up to attend a specific Mass, indicating, too, if a family/household, the number who will be attending the Mass.

Parishes should advise the faithful to arrive at least 30 minutes prior to Mass so they can be directed to their seats.

### **Flyer for church doors.**

Parishes should post the flyer found in Appendix III, or a suitable variation, on the doors of the church, and too, consider emailing/communicating it to the faithful in advance of attending Mass.

### **Usher's functions at liturgical celebrations.**

- As people arrive 30 minutes prior to the liturgy and wait in line to enter the church, ushers ensure people maintain appropriate social distancing from one another while in line.
- Prior to entering the space where Mass will be celebrated, an Usher asks each person or household the following questions:
  - Have you or anyone in your household had a fever in the past two (2) weeks?
  - Do you or anyone in your household have a new cough or new shortness of breath?
  - Have you come into contact with anyone who is positive with COVID-19 in the past two (2) weeks?

**If any individual or household responds “yes” to any question or are not wearing a face covering (if they are age 10 and older), they must not be permitted to enter the church.**

- A list of attendees, along with contact information, should be gathered for each public Mass or liturgical celebration. This information will be used to contact attendees in the case of a positive COVID-19 identification. This information should be maintained for 30 days and then disposed of following guidelines for the disposal of personal information. This information is for internal use only.
- Ushers ensure everyone age 10 and older is wearing a face covering.
- Ushers should seat parishioners according to social distance protocols starting from the front of the church and moving towards the rear of the church.
- Ushers should be prepared to communicate and act on how to turn away parishioners when the gathering capacity for Mass is met or, if an invitation method is utilized by a parish, the individual(s) are not on the list for the Mass based on the method of how parishioners are invited to attend Mass.
- Ushers should ensure the total number of people present for the liturgy does not exceed the capacity percentage established by the Governor of Virginia.
- Ushers should direct each pew at a time to come forward and receive communion, and too, direct people to exit the church following Mass one pew at a time, similar to a funeral or wedding dismissal custom in some parishes.



## **Music Ministry.**

- Licensing. Concerning music licensing, parishes should check the necessary licensing to use copyrighted music during a livestream/recorded Mass. One License, which offered gratis licenses until April 15, has information on their website regarding a Podcast/Streaming License, which can be bundled with an Annual License.
- Choirs suspended and assembly discouraged from singing. In light of some scientific data that has surfaced, parishes are to suspend the use of a choir and to strongly discourage singing by the assembly; it has been demonstrated that singing can increase the spread of the virus. A parish, however, may continue having present a musician (1) and cantor (1).
- Music selections. Parishes should consider selecting music that allows the assembly to feel “at home.” While hymns should relate to the readings, parishes may consider using familiar melodies and texts, as well as familiar Mass settings. In addition, due to the anticipated length of time to distribute communion, parishes may wish to select additional communion hymns or instrumental music.

## **Specifics during the celebration of Mass.**

Processions. Any in the entrance and recessional procession must maintain social distancing.

Priest’s greeting. Before Mass begins, priests may wish to consider the following:

- Give thanks to almighty God for what he has done for us.
- Acknowledging what he may be feeling, preparing even a written, heartfelt “Welcome Back” message; even though we cannot all gather, express why it is good for us to gather once again around the Lord’s Table.
- Consider acknowledging the fact that we are all still very cautious and it will take time to get back to the ways we once did things.
- In particular, be sure to:
  - Mention those in the parish who may have died since we last gathered together, particularly those who have died from the virus.
  - Mention that we remain thankful for healthcare workers, first responders, and essential workers.
  - Thank all those in the parish who have been so generous in responding to the needs of the poor, the hungry, and the unemployed, as well as the needs of the parish.
  - Mention any restrictions in place at Mass at this time.

Offertory. Parishes are to suppress the passing of baskets for the collection. One consideration is placing the basket(s) at the front of the church for the faithful to place their offertory in immediately before stepping forward to receive communion or place a basket at the exit of the church for people to utilize as they exit the church after Mass, with an Usher appropriately socially distanced nearby to monitor the basket.

Procession of the offertory and gifts of bread and wine. Parishes are to suppress this procession at this time. The items for the celebration of the Liturgy of the Eucharist may be placed on the altar before Mass begins, as has become the recent practice or placed on the credence table in the sanctuary and brought forward to the altar at the appropriate time.

Liturgy of the Eucharist. If a priest chooses not to wear a face covering while saying the Eucharistic Prayer, the bowls containing communion should be covered and/or placed at the far end of the altar away from the priest.

Lord's Prayer and Sign of Peace. Parishes are to continue the practice of refraining from holding hands during the Lord's Prayer and shaking hands during the Sign of Peace (bow or verbal gesture is appropriate).

Bulletins. Parishes are to suppress the distribution of bulletins at this time. They may continue to be available online.

### **Nursery and cry rooms.**

Parishes should close all nurseries and cry rooms at this time.

### **Children's Liturgy of the Word.**

If a parish offers Children's Liturgy of the Word, it should be cancelled at this time.

### **Outdoor or parking lot liturgical celebrations.**

Masses and all liturgical celebrations in a parking lot or outdoors are forbidden and may not be celebrated at this time, including, *e.g.*, Adoration, Benediction, Sacrament of Reconciliation, Distribution of Communion, etc. However, drive through non-liturgical experiences may still occur (*e.g.*, food drop-offs).

### III. RECEPTION OF HOLY COMMUNION BY THE FAITHFUL

All present for a Mass may receive communion at the usual time during Mass.

#### **More than one priest present for Mass.**

Priests should receive under both species with a separate paten and chalice for each priest.

#### **Distribution of the cup.**

The distribution of the cup remains suppressed for deacons and the lay faithful until further notice.

#### **Use of larger hosts for distribution.**

Parishes may wish to consider the purchase of larger size hosts which would greatly reduce the potential for skin-to-skin contact. For example, consider hosts that are 1.5 inch in diameter rather than 1 1/8 inch or 1 3/8 inch.

#### **Procedures for distributing Holy Communion to the faithful at Mass.**

1. Priest, deacons, seminarians, and lay ministers may distribute communion during the Mass. However, Deacons and lay ministers who are in a vulnerable category are strongly encouraged not to distribute communion.
2. The priest, deacon, seminarians, and lay ministers must wear a face covering for the distribution of communion; if they wish, the priest, deacon, seminarian, and lay ministers may wear non-latex gloves when distributing communion. However, if any chooses not to wear non-latex gloves, they must disinfect his hands prior to distributing communion, *e.g.*, using Purell. If non-latex gloves are worn, great care must be taken to properly purify them before they are discarded.

3. Parishes may wish to consider placing a table (such as a “standard commons table” that measures 6 feet by 3 feet; it is recommended the table establishes approximately three (3) feet between the communicant and the priest, deacon, seminarian, or lay minister) in the sanctuary for the minister to stand behind for the distribution of communion. This can aid in maintaining some distance between the minister and communicant, and too, if a priest, deacon, or seminarian uses an instrument to distribute communion (see below), the table can serve as a means to “catch” any hosts that might fall as a result of using the instrument or from the communicant’s hand. A parish is not to utilize a server with a paten; this creates an extended opportunity for a failure in social distancing.
4. Parishes may wish to consider constructing (or purchasing) plexiglass sneeze guard and shields for counters, which are being utilized in grocery stores, as well as now in some churches around the world. This sneeze guard/shield could be placed on the table between the priest and communicant. Please reference Appendix IV for additional information.
5. The faithful must come forward wearing a face covering.
6. The parish must take any steps necessary to ensure people in line to receive communion maintain social distancing between themselves, which could include tape lines on the floor, similar to what is being utilized in grocery or retail stores.
7. Ushers should direct each pew at a time to come forward and receive communion, as this can aid in maintaining social distancing during the distribution of communion.

#### Communion in the hands.

1. The faithful are strongly encouraged to receive Holy Communion in the hand.
2. Upon presenting themselves for communion, the faithful continues to wear their face covering, place one hand under the other while keeping fingers together (*making a throne for the King*, as St. Cyril says), and receive the host.
3. After receiving the host, the faithful steps aside, lowers/lifts their face covering, consumes the Host, lifts/lowers their face covering, and returns to their seat. To maintain social distancing, parishes may wish to consider a mark on the floor to designate where the faithful move after receiving to lift their face covering and communicate.

### Communion on the tongue.

1. The faithful may receive Holy Communion on the tongue. It should be noted, at this time, the CDC and WHO has recommended against distributing and receiving Communion on the tongue. In response to the divine law to love our brothers and sisters, and out of special concern for the vulnerable and the priest/deacon, communicants who normally receive on the tongue are respectfully asked to make a sacrifice of personal preference. They are asked to prayerfully consider the reverent act of receiving in the hand, which practice is attested in our Catholic Tradition since the ancient Church.
2. Those who wish to receive on the tongue are asked to receive after all those have received in the hand, and too, **receive only from the priest.**
3. Upon reaching the priest, the faithful lowers their face covering, receives the Host, and immediately returns their covering.

### Possible methods for distributing communion.

1. The ministers should use their fingers to distribute communion. However, they do so with care so as to avoid any skin-to-skin contact. If a minister wishes, they may wear non-latex gloves when distributing communion, however, if they choose not to wear non-latex gloves, they must disinfect his hands prior to distributing communion, *e.g.*, using Purell.
2. Only the priest, deacon, or seminarian may use an instrument, such as tongs/tweezers, to distribute communion. The priest, deacon, or seminarian should take great care so as not to touch the hands of the faithful with the instrument. If the priest, deacon, or seminarian wishes, he may wear non-latex gloves when distributing communion, however, if he chooses not to wear non-latex gloves, he must disinfect his hands prior to distributing communion, *e.g.*, using Purell. If non-latex gloves are worn, great care must be taken to properly purify them before they are discarded.
3. If the minister's hand or the instrument (used by a priest, deacon, or seminarian) comes into contact with the faithful's hand, disinfectant wipes (if available) or a clean, unused cloth and a bowl of disinfectant should be available for the minister to sanitize his fingers or the instrument (used by a priest, deacon, or seminarian) before continuing with the distribution of communion.

### **Procedures for distributing Holy Communion to the Homebound.**

While distribution of communion has resumed, communion to the Homebound has inherent risks to vulnerable individuals. Caution must be considered if a parishioner requests Communion at their home.

If a faithful who is infirm, elderly homebound, or nursing homebound requests communion, at this time, a priest, deacon, seminarian, or lay Extraordinary Ministers of Holy Communion are permitted to distribute communion to the homebound at the discretion of the pastor.

For the faithful who are homebound and unable to attend Mass or do not have another individual in their household who can bring them communion, the priest would make the necessary arrangements for the faithful to receive communion (*e.g.*, contacting the faithful; if residing in a care facility, determining with the facility administration if someone may bring communion to a resident; etc.). Those bringing communion are strongly encouraged to exercise caution when bringing communion to the infirm, elderly homebound, or nursing homebound (*e.g.*, wearing a face covering and gloves (if desired or is required to do so by the care facility); maintaining social distancing; disinfecting the pyx following distribution; following any other recommendations from the CDC). If those bringing communion are making multiple communion visits in a given day, they may wish to consider a separate pyx with communion for each individual being visited.

## IV. CARING FOR THE FAITHFUL WHO ARE UNABLE TO ATTEND A PUBLIC MASS

- Bishop Knestout consecrated the Diocese during this time of crisis to the Sacred Heart of Jesus and to the Immaculate Heart of Mary asking for grace, forgiveness, and assistance during his livestreamed private Mass on Sunday, March 22, 2020.
- Due to the capacity limit for liturgies, in turn limiting the number of faithful who can attend Mass and recognizing, too, that those in a vulnerable category should remain home, Bishop Knestout dispenses all of the faithful of the Diocese of Richmond from the obligation to attend Mass on Sundays and holy days until further notice.
- For parishes who have the capability, private celebration of Sunday and Holy Day Masses should be livestreamed, if possible. The Office of Worship can provide guidelines and best practices for livestreaming Masses.
- Priests are strongly encouraged to post written or video-taped homilies and reflections from the readings of the Mass of the Day on the parish website.
- At this time, Holy Communion may not be distributed outside of a public Mass except when in the context of 1) administering the Anointing of the Sick; 2) Viaticum accompanying the Last Rites; 3) visiting the sick or homebound, as outlined in section III above
- Prayers for communion by desire should be widely available in the Church and on the parish website.
- Pastors should instruct the faithful on the importance and value of spiritual communion.

## V. GUIDELINES FOR USE OF CHURCH BUILDINGS

### **Churches should remain open.**

Churches should remain open during their customary hours following their normal practice for access and availability to the faithful for individual private prayer, personal devotions like individual stations of the cross, personal rosaries and private adoration of the reserved Blessed Sacrament. Face coverings are encouraged for private prayer.

### **Gathering limit in Churches outside of liturgical celebrations.**

While the Governor of Virginia's Executive Order 61 permits places of worship to have religious services up to 50% of the lowest occupancy load on the certificate of occupancy of the room or facility in which the Mass is celebrated, the numbers for gatherings established by the Governor of Virginia, as of Friday, June 5, 2020, are limited to 50 people or less. Therefore, outside of liturgical celebrations, the number allowed in the church is never to exceed 50 persons at one time. A process should be in place to ensure the number is not exceeded throughout the day (such as a porter)

### **No gatherings following Mass.**

Due to the gathering limit and social distancing guidelines established by the Governor of Virginia, no social gatherings may occur before or after Mass, *e.g.*, coffee and donuts or a reception.

### **Blessed Sacrament in the church.**

Because social distancing is still in effect and due to the small size of many of the adoration chapels in the Diocese, the Blessed Sacrament should continue to be secured in the tabernacle in the larger main body of the Church so that social distancing can be maintained for private prayer.



## **Cleaning and sanitizing.**

The interior of the Church building and pews must be cleaned and disinfected immediately following every celebrated Mass or liturgy. Please consult Appendix V for information from the CDC regarding cleaning and disinfecting a facility, Appendix VI addressing the cleaning and disinfecting of church furniture, and Appendix VII for a list of EPA approved disinfectants and obtaining disinfectant supplies. However, if no Mass or liturgy is celebrated on a given day, *e.g.*, on Monday, as it is the priest's day-off, at a minimum, the church should be cleaned and disinfected at the end of the day.

When cleaning and disinfecting, consider the following areas:

- Pews and chairs (including presider's chair and all liturgical minister's chairs)
- Altar
- Ambo
- Cantor stand—if available/used
- Keyboard and/or instruments
- Handrails, door handles, push plates, knobs – consider, once you “open the church for Mass,” propping the doors open to lessen contact of these surfaces and close them once the Mass begins
- Liturgical vessels after each Mass
- Liturgical vestments – consider having them cleaned more than regularly occurs

**Restroom usage.**

Parishes should encourage parishioners to avoid using the restrooms during their time at the parish. However, parishes should consider preparing one restroom area for men and one for women in this, or a similar, way:

- Only one person at a time may occupy the restroom.
- At the entrance to the restrooms, the floor should be marked in 6-foot intervals, beginning 6 feet from the door.
- Place antibacterial/viral wipes in each stall. If wipes are difficult to obtain, consider opening only one stall in each restroom so as to limit the number of wipes needed in each bathroom.

Post a sign on the door and in each restroom indicating the following:

- Only one occupant in the restroom at a time.
- When waiting, stand at least six feet apart (as indicated by floor markings)
- Clean toilet seat with anti-bacterial wipes before and after use. Please dispose of these wipes in the trash. Do not flush them.
- Wash hands thoroughly with soap and warm water for at least 20 seconds prior to leaving restroom.
- Having hand sanitizer outside of the restroom for people to use

**Removal of hymnals and other materials.**

Parishes are to remove all hymnals at this time and should not utilize paper, disposable worship aids. Any other materials that have been used in previous weeks or currently for prayer (prayer books, bibles, rosaries) should be wiped down and sanitized with regularity. It is suggested that any materials not used to facilitate prayer or excess materials be sanitized and stored to reduce the number of items that need to be sanitized daily and minimize the items people come into contact with while visiting the church.

**Baptismal fonts and holy water.**

Baptismal and holy water fonts with running water (living water) may be filled at this time at the discretion of the pastor. These fonts should be cleaned and disinfected regularly, especially following public Masses and celebrations of the Sacrament of Baptism (including an RCIA Initiation celebration), following CDC guidance. However, any font or container with stagnant water (non-moving water) are to remain empty until further notice.

## VI. GUIDELINES FOR OTHER LITURGICAL AND SACRAMENTAL CELEBRATIONS

### **Weddings, funerals, and baptisms.**

Weddings, funerals, and baptisms may occur at this time. However, all guidance outlined in sections I, II, and III aforementioned must be followed.

- Baptisms. Similar to Anointing of the Sick, when anointing the individual, a new, unused instrument should be used for each individual baptized. Following the baptism, any used instruments should be discarded by burning them; parishes are, therefore, discouraged from using cotton swabs with plastic sticks.

Please note, effective April 12, 2020, parishes must begin using the *Order of Baptism of Children*, Second Typical Edition. If you placed an order for the ritual text through the Office of Worship and have not received your copy(ies), please contact the Office of Worship.

- Funerals. Though funerals may occur at this time, if the anticipated attendance could exceed the indoor capacity percentage (50% as of May 15, 2020) based on the lowest occupancy load on the certificate of occupancy of the room or facility in which the Mass is celebrated as established by the Governor of Virginia's Executive Order 61, pastors may continue to consider performing graveside services only with a memorial Mass at a later date with a larger gathering.

## **Confirmation.**

Confirmation liturgies for high school youth who have been baptized and receive the sacrament of Holy Communion may occur at this time; Bishop Knestout is granting pastors the faculty to administer the Sacrament of Confirmation this year. Pastors may celebrate these liturgies in the context of Mass or in the context of a Liturgy of the Word (Confirmation without Mass). However, based the size of those to be confirmed, while parishes may resume the celebration of Mass based on indoor capacity percentage established by the Governor of Virginia, pastors may wait until the limit on those who can gather is further lifted to a limit (or the limit completely removed) so as to allow for all Confirmation candidates and their families to gather for the Confirmation celebration. However, if a pastor decides to celebrate Confirmation and can do so within the indoor capacity percentage established by the Governor of Virginia, a parish must follow all guidance outlined in sections I, II, and III aforementioned when celebrating Confirmation liturgies.

Concerning the use of an instrument for the anointing, the United States Conference of Catholic Bishops recently received a response from the Vatican. When anointing the Confirmation candidate, an instrument may be used; the use of an instrument does not affect the validity of the sacrament. Therefore, for the anointing, a new, unused instrument should be used for each candidate confirmed. Following the Confirmation, any used instruments should be discarded by burning them; parishes are, therefore, discouraged from using cotton swabs with plastic sticks.

During the Sign of Peace, the exchange should occur using only the words (Priest: “Peace be with you.” Newly Confirmed: “And with your spirit.”); there is to be no gesture (e.g., a handshake) offered under the current circumstances.

While many parishes may not own a copy of the *Order of Confirmation*, the USCCB, with the permission of the International Commission on English in the Liturgy, extends to dioceses the permission to freely copy the necessary sections of the book for distribution to parishes this year, as provided in a letter to the Bishops dated March 25, 2020 from the USCCB. This free copy is available at [www.cdrworship.org/confirmation](http://www.cdrworship.org/confirmation).

**First Communion.**

Parishes are encouraged to follow the same guidelines set-forth concerning Confirmation; pastors may wait until the limit on those who can gather is further lifted to a limit (or the limit completely removed) so as to allow for all First Communicants and their families to gather for the First Communion celebration. However, if a pastor decides to celebrate First Communions and can do so within the indoor capacity percentage established by the Governor of Virginia, a parish must follow all guidance outlined in sections I, II, and III aforementioned when celebrating First Communion liturgies.

**Sacraments of Initiation (RCIA).**

Parishes are encouraged to follow the same guidelines set-forth concerning Baptism, First Communion, and Confirmation; pastors may wait until the limit on those who can gather is further lifted to a limit (or the limit completely removed) so as to allow for all in the RCIA and their families to gather for the celebration. However, if a pastor decides to celebrate the Sacraments of Initiation and can do so within the indoor capacity percentage established by the Governor of Virginia, a parish must follow all guidance outlined in sections I, II, and III aforementioned when celebrating the Sacraments of Initiation. For additional information, please consult Appendix VIII.

## **Sacrament of Reconciliation.**

Individual reception of the Sacrament of Reconciliation will be available (taking into account appropriate social distancing, including where the priest and penitent can remain at least 6 feet apart). It is recommended to continue using a room near the church that is large enough to provide the appropriate social distancing and privacy while in compliance with diocesan Safe Environment regulations. A screen may be used between the priest and penitent for further safety and anonymity.

- Extended times. It is recommended that Pastors consider extending announced Confession times so that the faithful can observe social distancing.
- Third form of the Rite of Penance. Bishop Knestout grants permission for the use of the third form of the Rite of Penance, often called “general absolution” in nursing homes or hospital wards “where the infected faithful are in danger of death.” This should only occur in situations where it is not possible to hear the confessions of all those present in the nursing home or hospital ward or out of care for the priest’s health.

If a priest deems the need for use of the third form of the Rite of Penance, often called “general absolution,” he is to contact his local, Episcopal Vicar prior to scheduling or planning the third form. If the Episcopal Vicar is not available, please contact the Vicar General. If the Vicar General is not available, please contact the local Dean.

### **Holy Hours of Adoration with Exposition.**

Parishes may resume the celebration of Holy Hours of Adoration with Exposition for the lay faithful. Because a Holy Hour with Adoration and Exposition is a liturgical celebration, these may occur with the total number of people present not exceeding the indoor capacity percentage (50% as of May 15, 2020) based on the lowest occupancy load on the certificate of occupancy of the room or facility in which the Mass is celebrated as established by the Governor of Virginia's Executive Order 61.

These liturgies must occur in the main church (not in a chapel) and a parish must clean and disinfect the church as they would after Mass following the Holy Hour of Adoration with Exposition. If a Holy Hour of Adoration with Exposition will directly proceed or follow a public Mass, care should be taken to ensure the faithful do not move seats in the main church between the Mass and Exposition to minimize the need for cleaning.

### **Eucharistic Processions on the Solemnity of Corpus Christi.**

Some parishes in the Diocese conclude a Mass on the Solemnity of Corpus Christi with a Eucharistic Procession. At this time, parishes are permitted to do so. Parishes concluding Mass on the Solemnity of Corpus Christi with a Eucharistic Procession are reminded to consult the *Ceremonial of Bishops* (CB), §387-394, and *Holy Communion and Worship of the Eucharist Outside Mass* (HCWE), §101-108.

Parishes are reminded to take note of HCWE, §101, 102, 104 and CB, §392 & 393, which speak of the processions occurring outside of the church space. Therefore, while moving from the church to outside, while outside, and while moving from the outside back into the church, all must maintain social distancing: the priest, the deacon, the faithful. Particular attention would need to be paid to the social distancing of those servers designated to carry candles, the thurible, or—if the canopy option (CB, §388) is utilized by a parish—hold canopy poles.

## VII. GUIDELINES FOR NON-LITURGICAL GATHERINGS AND MEETINGS

The Governor of Virginia's Executive Order 65 establishes that religious services can be held up to 50% capacity whereas social gatherings should be limited to 50% occupancy of the event space, if applicable, or 50 participants, whichever is less. Therefore, all meetings or gatherings (administrative or ministerial like Knights of Columbus, Prayer Shawl Ministry, Bible Studies, etc.) may resume following the instructions for social gatherings are listed below.

### **Distinguishing between a religious service and social gathering.**

To determine the difference between a religious service and social gathering, the following parameters should be considered:

- Religious services typically happen within the main worship space of the facility.
- The main focus of a religious service is to facilitate acts of public worship.
- Social gatherings are a gathering for the purpose of promoting fellowship. This definition would also include any meetings where business of the parish is conducted, catechesis occurs, or is ministerial in nature.

Given this guidance, the pastor has discretion to determine which events are considered a religious service versus a social gathering. If there is a question about which type of event it is, the pastor should consider it a social gathering for the safety of all parishioners.

### **Preparing the facility for hosting social gatherings and meetings.**

- Social gatherings or meetings that take place in a facility must follow these capacity limits:
  - The total number of individuals must be limited to 50% occupancy of the event space, if applicable, or 50 participants, whichever is less. Event space is considered the classroom or meeting room in which the event takes place.
  - The total number of individuals in a diocesan facility should never exceed 50% of its total capacity, including the main worship space.
- All social gatherings and meetings must maintain appropriate social distancing measures, including a six-foot perimeter around each individual or members of the same household, at all times, which will reduce the capacity of the meeting space.



- All meeting spaces should be preset with the maximum number of tables and chairs and appropriately spaced to adhere to social distancing. Reminders about social distancing and appropriate cleaning and disinfecting should be posted in each meeting space.
- All meeting spaces should be immediately cleaned and disinfected according to CDC and VDH recommendations as listed above.

### **Precautions for attendees.**

- All attendees ages 10 and over must wear a face covering.
- Prior to entering the building where the social gathering or meeting will be held, a staff or volunteer will ask each person or household the following questions:
  - Have you or anyone in your household had a fever in the past two (2) weeks?
  - Do you or anyone in your household have a new cough or new shortness of breath?
  - Have you come into contact with anyone who is positive with COVID-19 in the past two (2) weeks?
  - If any individual or household responds “yes” to any question or are not wearing a face covering (if they are age 10 and older), they must not be permitted to enter the church.
- A list of attendees, along with contact information, should be gathered for each meeting. This information will be used to contact attendees in the case of a positive COVID-19 identification. This information should be maintained for 30 days and then disposed of following guidelines for the disposal of personal information. This information is for internal use only.

### **Food and Beverages.**

- At this time, it is recommended that no food or beverages be available during social gatherings or meetings.
- However, if food or beverages are provided, the following protocols should be followed:
  - If food is brought or made from home, it may not be shared with other individuals.
  - When food is purchased from a restaurant either for delivery or carryout, each meal must be packaged separately. If food is delivered, the individual ordering the food must meet the delivery driver outside of the building for pick-up.
  - No buffet or self-service options are permitted, including items like pizza.
- As stated above, receptions before or after events are prohibited.

### **Use of diocesan, parish, or school facilities for outside groups.**

- During the COVID-19 pandemic, many outside organizations have approached locations to use their facilities for blood drives, COVID-19 testing, and elections, among other things.
- Before any outside organization uses a diocesan facility, they must be cleared by the Office of Risk Management so the appropriate measures can be in place, even if that location has hosted a similar event in the past.
- At this time, locations are not permitted to host federal, state or local elections in their facilities.
- Other private functions may occur in a diocesan facility, as long as it adheres to the guidelines set forth in this section above. All private functions must be approved and have the appropriate liability insurance in place by the Office of Risk Management.

### **Considerations for outdoor events/programs.**

- For social gatherings and meetings held outdoors, appropriate social distancing must be observed.
- As long as appropriate social distancing is observed, wearing a face covering is optional at the discretion of the attendee.
- Even though the event is held outdoors, the three questions listed above and used at public Masses must be asked of each attendee.
- If an attendee needs to enter a diocesan building for any reason (e.g. using the restroom), s/he will need to wear a face covering.
- A list of attendees, as described above, must be gathered and maintained.

## VIII. GUIDELINES FOR OPERATING PARISHES

### **Parishes should continue to remain open.**

All parishes should remain open during normal operating hours with the option for lay employees to work remotely, if possible. If hours must be adjusted, the pastor should ensure this is communicated to your parishioners.

### **Responding to emails and telephone calls.**

Either the pastor or a designated staff member should ensure that the phone is answered and email is responded to in a timely manner.

### **Providing fresh air into indoor spaces.**

In so much as possible, any spaces used for indoor worship or gatherings should consider ways to maximize the amount of fresh air that circulates through the space. Some options include propping open doors during these events and/or contacting the HVAC company to maximize the amount of fresh air moving through the HVAC system.

### **Minimizing facility related expenses.**

Special attention should be given to minimize facility related expenses (e.g., turn off HVAC or lights in unused spaces, adjust the automatic schedule for HVAC in spaces that are not being used or typical use is modified).

## IX. PASTORAL CARE TO THE SICK

Priests have a sacred calling to be attentive to the needs of the sick and dying. During this current climate we are especially reminded of this responsibility and our need to fulfill this role in a thoughtful, deliberate, and prayerful manner.

1. In order for our priests to be available to those in need, they must be accessible by a reliable phone number that they are answering and checking for messages regularly each day. Deans are instructed to call these phone numbers on a regular basis to ensure prompt response and access for the faithful. Pastors and Administrators should check their parish's after-hours voicemail to ensure that their emergency number is current and easily available to those in need. Special care should be made, as is the expectation at all times, to make sure that priests are attentive and responsive to all calls for pastoral care.
2. Out of a continued abundance of caution, while normally priests should regularly visit the infirm, elderly homebound, and nursing homebound parishioners, in the current context it is advised that visits to these vulnerable persons be suspended unless it is a matter of administering the Last Rites and Viaticum. Pastors are encouraged to ask pastoral care ministers and volunteers to call and correspond with this population frequently. The homebound should be encouraged to make a Spiritual Communion and should be kept in prayer at the Pastor's private Masses and daily prayers. Outreach to the infirm through social media could include devotionals and links to online Masses.
3. Parishioners who are facing surgery or who have been recently hospitalized should be anointed and receive Communion if they are properly disposed.
4. When visiting the sick, priests should ensure that they are in good health and observe safe hygiene for the safety of themselves and the person(s) they are visiting. If a priest is not healthy or shows initial signs of illness, he is obliged to ask for the assistance of a neighboring priest to assist with answering the call. He should also contact his Dean.

5. In the event that you are asked to anoint someone with COVID-19, the Code of Canon Law permits the use of an instrument (CIC 1000 §2), for example, a cotton swab. In such case, the used instrument should not come in contact again with the oil stock and should be disposed of in a reverent manner like one would with any swab placed in an oil stock. In case of necessity, a single anointing on the forehead or on any other appropriate part of the body with the entire sacramental form (“Through this holy anointing... May the Lord who frees you from sin...”) suffices (CIC 1000 §1; PCS, 23).
6. Deacons may visit the sick using their discretion and prudential judgement.
7. At this time, lay volunteers should not visit the sick in any official capacity; however, they are encouraged to pray for the sick of their parish by name.

## X. PASTORAL CARE TO THE POOR

All essential charity efforts to the poor and vulnerable should continue, using the following instructions and guidance by federal, state, and local jurisdictions.

- Restrictions should be put in place for no more than 50 people in a building/space at a time.
- It is recommended that individuals who are in the non-vulnerable group (those under 65 and not immunocompromised) are the ones who should assist.
- Hot food service and/or seated food service should be discontinued and be replaced by a grab-and-go option.
- All surfaces, including restrooms, should be sanitized frequently.
- A drop-off location for donations should be outside of the main facility thereby limiting those who may be exposed to larger groups.

## XI. PREVENTIVE MEASURES

1. Use Proper Hygiene.
  - Wash hands with soap, under warm/hot water after using the restroom for a minimum of 20 seconds.
  - Frequently use hand sanitizer products after contact with foreign objects.
  - Avoid direct hand to eye, hand to nose, or hand to mouth contact.
  - Cover the mouth and nose with the bend of the arm when sneezing or coughing when a tissue is not readily available.
2. Clean and sterilize surfaces like desktops, keyboards, cellphone, phone receivers, doorknobs, keys, etc.
3. It is recommended that employees and volunteers wear face coverings at all times, except when in their designated workspaces (offices or cubicles), including parish or school halls.
4. Adhere to recommendations of the Centers for Disease Control and Prevention (CDC) of the U.S. Public Health Service.
5. Ensure appropriate social distancing.
6. Employees and volunteers should refer to the following section, *Return to Work or Ministry for Employees and Volunteers*, for guidance regarding what to do should they come in contact with a positive COVID-19 individual, as well as if they personally experience symptoms similar to COVID-19 or other illnesses other than COVID-19.
7. Employees should log into KRONOS to review and update emergency contact information.

### **What should I do if I become aware that one of the staff, a parishioner, a student, or a volunteer that was on-site has tested positive for COVID-19?**

1. Contact the Pastor or Administrator.
2. The Pastor or Administrator must contact local health officials immediately.
3. The Pastor or Administrator must contact diocesan officials using [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) who will assist with the necessary protocols to follow and help develop a communications plan for your specific situation, such as notifying the parish or school community. **It is important that no personal information is shared with the community, such as the individual's name.**
4. Guidance for facilities with a suspected or confirmed case of COVID-19 may be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

## XII. GENERAL HEALTH INFORMATION

### *Tele-medicine*

Many insurance providers (including Anthem) offer an online way to see a healthcare provider. Anthem's service is called **LiveHealth Online** and can be accessed through the website [www.livehealthonline.com](http://www.livehealthonline.com) or via the app, 24 hours a day, 7 days a week. For eligible employees, this is a great option while doctors' offices and hospitals are at maximum capacity due to the exceptional increase in the number of flu cases this season, as well as growing concern over COVID-19. For those covered by Diocesan Anthem insurance, the normal copay has been waived through September 13, 2020.

### *Return to Work or Ministry for Employees and Volunteers*

Employees and volunteers who have been in **contact with someone who has tested positive for COVID-19** in the last 14 days, are to self-quarantine for 14 days from the last contact with the positive individual, and contact their primary health care provider to see if they qualify for testing.

Employees and volunteers who have **symptoms consistent with COVID-19** should refrain from entering a diocesan location until such time they have had no fever for 72 hours, without the use of fever reduction medications, improvement in respiratory symptoms, and at least 10 days have passed since the first symptoms were presented. Individuals presenting symptoms of COVID-19 should be tested for COVID-19 promptly.

Employees with **an illness other than COVID-19** such as a sinus infection, stomach virus, etc. should use their available, accrued paid sick leave (followed by vacation and/or personal leave) for their time out of the office until they are symptom and fever free (without fever-reducing medication) for 24 hours.



Based on guidance from the CDC, the Catholic Diocese of Richmond is currently not requiring our standard practice of employees providing a doctor's note to return to work following an illness that is not COVID-19 (cold, allergies, sinus infection, flu, etc.) due to the overwhelming number of patients that physicians are currently evaluating. The CDC advises that individuals may return to work once they have been symptom and fever free (without fever-reducing medication) for a minimum of 24 hours. During this pandemic, the diocese will follow the CDC's guidance with regard to return to work or ministry for employees and volunteers.

## XIII. OPERATIONAL RESPONSE

### **Diocesan Schools**

1. All diocesan schools have completed distance learning for the 2019-2020 academic year. It has yet to be determined if students will return to classrooms for the 2020-2021 school year.
2. School offices are to be open during their regular scheduled hours Monday-Friday, but with no gathering of groups larger than 50 and adhering to social distancing
3. Employee pay and leave will follow the *Section, Pay and Leave Policies Related to the COVID-19 Pandemic*.
4. Depending on the position and individual situation, employees assigned to return to work in a diocesan school may be approved for a temporary teleworking arrangement. A Temporary Telework Policy has been implemented for use by diocesan schools by the Superintendent of Catholic Schools and distributed to Principals. Please also reference the following Section: *Employee Concern Considerations and Temporary Teleworking Considerations Related to the COVID-19 Pandemic*.
5. Deep cleaning and disinfecting of the school in accordance with the CDC guidelines will be completed on a regular and on-going basis.
6. Any closures as a result of COVID-19 should be reported immediately via [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) and to the Superintendent of Catholic Schools.

If a school is concerned that adherence to these responses could cause a financial hardship to the school, the Pastor/Principal should contact the Superintendent of Schools and the Diocesan Chief Financial Officer or Director of Finance.

## Diocesan Parish

Parish offices will operate at the discretion of the Pastor unless otherwise directed by the Bishop of Richmond.

1. In the instances where a parish office closure occurs on the basis of disease prevention:
  - Deep cleaning and disinfecting of the parish office in accordance with the [CDC guidelines](#) will be completed prior to the reopening of the parish.
2. Any closures as a result of COVID-19 should be reported immediately via [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) to the Office of the Vicar General and Moderator of the Curia and Office of the Vicar for Clergy.
3. Employee pay and leave will follow the later Section, *Pay and Leave Policies Related to the COVID-19 Pandemic*.
4. Depending on the position and individual situation, employees assigned to return to work in a parish may be approved for a temporary teleworking arrangement. Please reference the following Section: *Employee Concern Considerations and Temporary Teleworking Considerations Related to the COVID-19 Pandemic*. Temporary telework arrangements are at the discretion of the Pastor.

If a parish is concerned that adherence to these responses could cause a hardship to the parish, the Pastor should contact the Diocesan Chief Financial Officer or Director of Finance.

### *Pastoral Center (to include Campus Ministries)*

1. The Human Resources Officer will make recommendations on the operating status of the Pastoral Center to the Vicar General and Moderator of the Curia. Any change in operating status will be conveyed to employees by email and via automated phone calls.
2. Effective June 15, 2020, the Pastoral Center will operate in a Level 2 status, with some office staff working regularly on-site and others teleworking until further notice.
3. Based on the 50-person limit on gatherings imposed by Governor Northam, employees from the following offices will return to work from the Pastoral Center: Office of the Bishop, Office of the Vicar General, Office of the Vicar for Clergy, Archives, Human Resources, Facilities, Copy Services, Finance, Tribunal, and Real Estate. All other office staff will continue to work remotely.
4. To ensure that numbers do not exceed the set limit, other employees, including directors not from these departments, may not work from the Pastoral Center without prior authorization.
5. No visitors are permitted on-site with the exception of individuals preapproved through the Office of Preparation and necessary vendors providing service to Pastoral Center facilities and equipment.
6. The following designated personnel are available to assist either on-site or remotely:
  - Bishop of Richmond
  - Vicar General and Moderator of the Curia
  - Vicar for Clergy
  - Vicar for Vocations
  - Judicial Vicar
  - Chancellor
  - Director of Worship
  - Director for Evangelization
  - Chief Financial Officer
  - Director of Finance
  - Human Resources Officer
  - Director of Human Resources
  - Director of Safe Environment
  - Superintendent of Catholic Schools
  - Director of Communications
  - Director of Facilities

*Others to be designated by the Vicar General on a case-by-case basis*

7. Deep cleaning and disinfecting of the Pastoral Center in accordance with the CDC guidelines will be completed prior to Phase 2 reopening of the Pastoral Center and will be on-going.
8. Please refer to Appendix X for the detailed Pastoral Center Transition Plan, to include employee access to the Pastoral Center with daily temperature taking and employees responding to related health questions. The Transition Plan is effective Monday, June 15, 2020.

9. Depending on the position and individual situation, employees assigned to return to work in the Pastoral Center may be approved for a temporary telework arrangement. Please reference the following Section: Employee Concern Considerations and Temporary Teleworking Considerations Related to the COVID-19 Pandemic. Please also refer to Appendix XI for the Pastoral Center Temporary Telework Policy, effective Monday, June 15, 2020.
10. Employee pay and leave with follow in the Section, *Pay and Leave Policies Related to the COVID-19 Pandemic*.

Regardless of the operating status of its parishes and schools, the Pastoral Center, at minimum, will remain open as the Operations Headquarters for the receipt and processing of incoming and outgoing mail and receivables and disbursements.

## XIV. PAY AND LEAVE POLICIES RELATED TO THE COVID-19 PANDEMIC

The **temporary policies** below are effective from Monday, June 15, 2020, through the commencement of Phase Three of the Forward Virginia Plan, or until otherwise officially notified and are an exception to the standard policies outlined in *Called to Work in Harmony, Personnel Policies for Lay and Religious Employees*. These temporary policies are subject to modification as approved by the Bishop of the Catholic Diocese of Richmond.

### Pay and Leave

To assist in implementing a consistent procedure for pay and leave, the following scenarios are provided:

**1. When the location is open and employees are expected to be on-site to work, but an employee must be absent due to COVID-19 for one of the following reasons:**

- To care for his/her own COVID-19 illness
- To care for a dependent family member with COVID-19
- To care for a dependent family member because of a school or day/elder care facility closing
- Due to a required or self-imposed quarantine related to direct contact with COVID-19
- Due to a required or self-imposed quarantine of a dependent family member with COVID-19

*Eligible family members include parents and guardians,  
spouse and in-laws, and children of any age*

Missed time will be paid as follows:

- **Regular full-time and regular part-time employees** (those regularly scheduled to work 20 or more hours per week) will be eligible for one week (5 business days) of paid administrative leave. *This will be coded in Kronos as Pandemic Leave (PANDM)*. For any leave beyond the 1 week (5 days), the employee would need to use available sick, personal or vacation leave to cover absence. Should the employee run out of paid leave, they will move into an unpaid status.
  - Depending on the circumstances, Short Term Disability and/or Family Medical Leave may apply for regular full-time and part-time employees. Please contact your Business Manager and the Office of Human Resources for clarification.

- **Limited part-time employees** (those regularly scheduled to work less than 20 hours per week) **and Temporary employees** are not eligible for pandemic leave.

Other than the above reasons, employees are expected to report to work at their designated location. On an exception basis, temporary telework may be approved for employees requesting permission. Please refer to the following Section, *Considerations for Temporary Telework Related to the COVID-19 Pandemic*.

**2. When the location is closed for thorough cleaning per the CDC due to a positive COVID-19 case reported at their work location:**

- a. Employees are to telework until further notice by employer.
- b. Employees, who by virtue of their job duties are not able to telework, are provided with up to 5 days of Pandemic Leave, followed by administrative leave until they are allowed to return to work.

**3. When the location is closed for other reasons besides as positive COVID-19 case, and employees are not able to be on-site to work, and telework arrangements are approved.** Time will be paid per *Called to Work in Harmony, Personnel Policies for Lay and Religious Employees*, and is as follows:

- **Regular full-time and regular part-time EXEMPT employees** (those regularly scheduled to work 20 or more hours per week) will receive their weekly salary for each week in which any work is performed, regardless of the number of hours actually worked. Employees use eligible sick, personal, and vacation leave per existing policy.
- **Regular full-time and regular part-time NON-EXEMPT employees** (those regularly scheduled to work 20 or more hours per week) will receive regular pay for each hour of work performed, signing in and out with Kronos. Employees use eligible sick, personal, and vacation leave per existing policy.
- **Limited part-time employees** will be paid for hours worked within their weekly scheduled hours.

***Exception to the above:*** *Employees in positions not suitable to telework, such as janitors and maintenance personnel, would normally work on-site during the location closure.*

## **XV. EMPLOYEE CONCERN CONSIDERATIONS AND TEMPORARY TELEWORK CONSIDERATIONS RELATED TO THE COVID-19 PANDEMIC**

### **Employee Concern Considerations**

Employees with concerns and anxiety about returning to their designated work location should speak with their Pastor, Principal or Supervisor/diocesan Office of Human Resources. All precautionary CDC measures undertaken by the diocese, as addressed in this Emergency Preparedness Instruction Manual, as well as individual location precautionary plans, should be thoroughly communicated and discussed.

In some cases, there may be appropriate accommodations that could be made to an employee's work arrangement to reduce their concerns and anxiety. This could be in the form of adjusting the employee's work hours so they are exposed to fewer individuals, allowing them to enter/exit through a rear door, providing them with a temporary workspace further away from others, space permitting, etc.

### **Temporary Telework Considerations**

When an employee returns to work to their "open" diocesan location, from either teleworking or from temporary layoff, the expectation is that they physically report to work in their designated parish, school or Pastoral Center.

Locations may have an employee who is expected to return to work who requests permission to temporarily telework. In these situations, there are many considerations to review:

1. Can the employee's duties and responsibilities be performed remotely?
  - a. An employee's job duties and responsibilities must be able to be completed remotely. If the position does not allow for the duties and responsibilities to be completed while teleworking, or there is no potential modification of duties or special assignment the employee can perform, the employee should accept the return to work arrangement and report to work as requested, or on a short term basis, use available, earned vacation or personal leave to be paid. Employees having concerns about returning to the workplace should discuss those concerns with their pastor, principal, or supervisor/diocesan Office of Human Resources.



2. Does the employee meet one, or more, of certain identified criteria?
  - a. Per guidance from the Virginia Department of Health and CDC, as well as other governmental agencies and our concern for our employee's well-being, the following criteria is provided for considering whether an employee, officially assigned to return to the workplace during Phase 2, to temporarily telework:
    - An employee in a vulnerable age category, aged 65 or older;
    - An employee with an underlining medical condition (immunocompromised);
    - An employee having an individual in their household who is immunocompromised;
    - An employee with childcare considerations without access to the typical childcare arrangements normally secured by the employee for their children;
    - Other expressed concern discussed with their Pastor, Principal, or supervisor/ diocesan Office of Human Resources.

For reference, **examples of underlining medical conditions and immunocompromised conditions** include people of all ages with chronic lung disease, moderate to severe asthma, serious heart conditions, obesity, diabetes, chronic kidney disease, liver disease, cancer treatments, immune deficiencies, and prolonged use of corticosteroids and other immune weakening medications, among others.

Employee medical information is personal private information and must remain confidential and any information related to an employee's health must be maintained and secured in a separate confidential medical file.

Temporary telework is approved locally by the Pastor, Principal, or Supervisor/diocesan Office of Human Resources. Specific telework policies should be developed by the Superintendent of Schools for diocesan schools and by pastors for their individual parish utilizing the guidelines provided above and referring the Pastoral Center Temporary Teleworking Policy as a sample of a temporary telework policy.

## **XVI. TRAVEL RESTRICTIONS**

The Diocese of Richmond follows guidance from the [State Department](#) and [CDC](#) and their advisements should be considered before any travel plans. See current travel notices [here](#).

There should be no business-related travel undertaken outside of the State of Virginia at this time.

## **XVII. EMPLOYEE ASSISTANCE PROGRAM**

The Catholic Diocese of Richmond offers an [Employee Assistance Program](#) (EAP) to support you with any desired personal counseling needs.

## **XVIII. FINANCIAL PROCESSES FOR DAY-TO-DAY OPERATIONS**

Below, please find recommendations regarding financial processes critical to the day-to-day administrative operations. It is our hope that this information will assist you in preparing for a scenario where business offices may be closed for a period of time. These procedures are for your planning purposes and will assist during this time and will also be helpful in any event that an office is closed due to a weather event or for the purposes of illness prevention.

### **General Considerations:**

Please see below for our recommended processes and procedures for operating a parish or school business office during an unanticipated closure or when only limited access to the business office is possible.

In anticipation of an event in which the parish or school business office is shut down, please document all processes and procedures for handling the following functions. Please consider what access to the building, if any, your essential staff may need to have.

### **What should I do now?**

- Develop procedures to work remotely such that business managers or bookkeepers have access to a computer with internet access, passwords to access bank accounts, and remote access to accounting software.
- Have check stock with a laser printer at an offsite location.
- From a remote computer, staff should be able to record cash receipts, prepare checks and record disbursements, record payroll, and run reports to be emailed to and discussed with the Pastor/Administrator.
- Procedures need to consider how the following four critical business functions will occur.
  1. Payroll
  2. Cash receipts
  3. Cash disbursements
  4. Cash balances in checking accounts

**Payroll:**

1. The Kronos payroll system is an internet-based system and can be accessed anywhere there is access to the internet. Procedures will continue to follow the current standard processes and time schedule.
2. Determine with the Pastor, Administrator or Principal how timecards/hours submitted will be approved and submitted for final processing.
3. If you need additional assistance regarding payroll, please contact the payroll office at [payroll@richmonddiocese.org](mailto:payroll@richmonddiocese.org).

**Cash receipts:**

1. Determine your mail delivery protocol. Will mail be delivered or will it be held at the post office for pick up by staff? Who will pick it up? Mail procedures and protocol may be different based on parish/school locations or individual situations.
2. If conditions allow and are possible, two persons should obtain the mail for opening and processing. After the mail is processed, prepare deposit slips, make deposit at bank, and record deposit in accounting records remotely.
3. With regards to weekly offertory collections, in the event money counters/volunteers are not available and **during this time frame only**, two staff members may count and process the deposit. A Pastor or Administrator may serve as one of the counters.
4. For schools, you may need to be sensitive to the cash flow needs of your families during this time. In FACTS, consider whether you want to elect for parents to make changes to payment dates under the Consumer Driven Changes option.

**Cash disbursement:**

1. Develop procedures for approval of invoices from the Pastor or Administrator.
2. Determine how checks will be processed and signed. Will this occur remotely? Or in the office? How will check stock be secured?
3. Make sure mailing supplies (envelopes and stamps) are readily available, if necessary.
4. Additionally, electronic disbursements may be made remotely, if needed.
5. Passwords to access accounts with banks and vendor accounts for electronic statements need to be available offsite.

**Cash balances:**

Establish a procedure where a daily cash balance report is prepared for and discussed with the Pastor, Administrator, or Principal each morning. This report will state the amount of funds available to pay for day-to-day operating costs of the parish or school. The report should include all accounts that are readily available for operations and should report the prior day's cash balance at the beginning of the day, total cash deposits made, total cash disbursements made, transfers-in/out, and ending cash balance. Discuss this cash balance report each morning until further notice. An example of this report can be found [here](#).

**Recommendations regarding e-giving**

Encourage parishioners to consider electronic giving. Develop **sensitive** messages to let our community know that we will do all we can to operate with limited resources, but without financial support the critical functions of the parishes cannot continue. This message should acknowledge that this may not be possible for them as we understand that their particular situations may not allow for this.

## **XIX. FINANCIAL PROCESSES FOR OFFERTORY**

### **Receiving Offertory:**

- All parishioners should enter through the main door to control the flow of foot traffic and ensure social distancing. Also, this will ensure that all those entering the church are wearing a mask.
- Collection baskets will not be passed by ushers during Mass.
- Ushers place collection basket either at the back of church or near the altar for offertory envelopes and cash. (Note: If there is a second collection scheduled for the weekend Masses, it is helpful if a second basket is available and properly marked to assist in segregating funds according to the intentions of those making the gift.)
- The lay faithful should be instructed to place their offering in the basket as they enter the church.
- Two ushers should always remain with the collection basket (the basket should never be left unattended).
- The collection should be placed in a tamper-proof bag at some time after the time for the offertory is completed.
- During Mass, at the appropriate time, two ushers take the collection to the proper location based on local practices, i.e., to the altar or to a secure location.
- Offertory must be secured prior to counting as per normal procedures.

## **Offertory Counting:**

Please follow all safety procedures and precautions in place for working in an office environment during the time of the COVID-19 pandemic:

- Our primary focus is keeping our employees and volunteers safe. We do not want to unintentionally spread the virus.
- We understand that many of our money counters fall into the at-risk category. We do not want anyone to put themselves at risk to count offertory and other funds during this time.
- Modified money counting procedures will remain in place for the time being:
  - Always have two non-related individuals count
  - A member of the parish staff may count if needed
  - Individuals should be in the same room, while observing social distancing
  - Money counters to wear PPE such as masks and gloves
  - Sanitize table before and after collections are counted
  - Once offertory is counted, follow established procedures for bank deposits and recording of offertory.
  - Deposits should be taken to the bank timely (within 2 business days of collection). Offertory deposits should be recorded in the general ledger as soon as possible.

## XX. FINANCIAL CHALLENGES

Objective conversations need to occur where the business manager can advise the Pastor, Administrator, or Principal and Finance Council/School Finance Committee how many days or weeks the parish or school can continue to cover payroll and pay bills in a scenario where there is a significant drop in revenue. The goal is to anticipate decisions that need to be made and communicated days in advance, if possible, regarding which mission critical functions can continue and which functions need to be curtailed.

Business managers and bookkeepers should not feel as if they need to take on this burden on their own. If needed, request the assistance of members of the Parish Finance Council or School Finance Committee for assistance to implement these recommended processes and procedures.

We ask that parishes and schools continuously monitor cash flow and contact the Diocese when the location has less than 60 days of operating reserves to make payroll and pay day-to-day bills. If recovery of funds is not anticipated in the near term, the Diocese can begin the process of establishing an operating line of credit for your location with Truist Bank. An example cash flow projection report can be found [here](#). Please be prepared to provide the amount of operating line of credit needed for your specific location.

Management of debt is an important consideration. Please contact the diocesan finance office to discuss available options such as refinancing debt to obtain a lower interest rate or extend the term to lower payment. In extraordinary situation, deferment of the principal portion of debt may be granted.



## **XXI. FINANCIAL RELIEF PLAN**

The Diocese has issued a Parish Financial Relief Plan and School Financial Relief Plan in Response to COVID-19 for the months of April and May 2020. These plans reduce certain parish and school expenses such as:

- Cathedraicum
- Parish Sharing Assessments
- Catholic Virginia Assessments
- Priest and Lay Health Insurance Premiums
- Lay Pension Contributions
- Priest Pension, Retired Priest Health Insurance and Priest Long Term Care Contributions
- Priest Auto Assessments

A copy of Bishop Knestout's letter to pastors/administrators and principals and a detailed explanation of the plan can be found [here](#).

## **XXII. GOVERNMENT RELIEF**

As federal, state, and local governments offer various relief packages for employees and business, the Office of Human Resources and Office of Finance will provide relevant information to all diocesan entities in terms of eligibility and relief requirements. Often, government relief programs have very specific guidance that may make it more complicated for religious organization to apply for funding. As information becomes available on various programs, they will be made available once the eligibility requirements are clear.

## **In Summary:**

Guidance will be updated periodically as needed. If there is something that you feel we should know, please share it. If you are unsure about an issue or need clarity, please do not hesitate to ask questions.

## **XXIII. DESIGNATED CONTACTS:**

Diocesan COVID19 Task Force	<a href="mailto:prepared@richmonddiocese.org">prepared@richmonddiocese.org</a>
Office of the Bishop	<a href="mailto:Bishop@richmonddiocese.org">Bishop@richmonddiocese.org</a>
Office of Catholic Schools	<a href="mailto:Schools@richmonddiocese.org">Schools@richmonddiocese.org</a>
Office of the Chancellor	<a href="mailto:Tribunal@richmonddiocese.org">Tribunal@richmonddiocese.org</a>
Office of Christian Formation	<a href="mailto:CF@richmonddiocese.org">CF@richmonddiocese.org</a>
Office of Communications	<a href="mailto:Communications@richmonddiocese.org">Communications@richmonddiocese.org</a>
Office of Development	<a href="mailto:Development@richmonddiocese.org">Development@richmonddiocese.org</a>
Office of Ethnic Ministries	<a href="mailto:ethnicministries@richmonddiocese.org">ethnicministries@richmonddiocese.org</a>
Office for Evangelization	<a href="mailto:Evangelization@richmonddiocese.org">Evangelization@richmonddiocese.org</a>
Office of Facilities	<a href="mailto:Facilitiesmanagement@richmonddioces.org">Facilitiesmanagement@richmonddioces.org</a>
Office of Finance	<a href="mailto:Finance@richmonddiocese.org">Finance@richmonddiocese.org</a>
Office of Human Resources	<a href="mailto:HumanResources@richmonddiocese.org">HumanResources@richmonddiocese.org</a>
• Benefits Team	<a href="mailto:Benefits@richmonddiocese.org">Benefits@richmonddiocese.org</a>
• Payroll Team	<a href="mailto:Payroll@richmonddiocese.org">Payroll@richmonddiocese.org</a>
Office of Information Technology	<a href="mailto:IT@richmonddiocese.org">IT@richmonddiocese.org</a>
Office of the Tribunal	<a href="mailto:Tribunal@richmonddiocese.org">Tribunal@richmonddiocese.org</a>
Office of the Vicar for Clergy	<a href="mailto:VicarforClergy@richmonddiocese.org">VicarforClergy@richmonddiocese.org</a>
Office of the Vicar General	<a href="mailto:VicarGeneral@richmonddiocese.org">VicarGeneral@richmonddiocese.org</a>
Office of Vocations	<a href="mailto:Vocations@richmonddiocese.org">Vocations@richmonddiocese.org</a>
Office of Worship	<a href="mailto:Worship@richmonddiocese.org">Worship@richmonddiocese.org</a>

### **Website Resources**

Diocese of Richmond COVID 19 response	<a href="http://www.richmonddiocese.org/coronavirus">http://www.richmonddiocese.org/coronavirus</a>
Centers for Disease Control & Prevention	<a href="https://www.cdc.gov/">https://www.cdc.gov/</a>
State of Virginia	<a href="https://www.virginia.gov/coronavirus-updates/">https://www.virginia.gov/coronavirus-updates/</a>

# Reopening our Parishes (Phase 1)

## Checklist

Please email a completed copy of this checklist to [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) at least **72 hours** before your first public Mass.

Location Name: \_\_\_\_\_ Deanery: \_\_\_\_\_

### PREPARING THE SPACE

- Determined lowest occupancy load on the certificate of occupancy for the space being used for Mass  
Enter the occupancy load: \_\_\_\_\_
- Ensure there is ample cleaning and disinfecting supplies for each Mass for 2 weeks
- Determined available seating for the faithful for Mass taking into account clergy and liturgical ministers present.  
*Please provide a map/sketch of the space where mass is occurring showing social distancing measures and how it will be implemented e.g., roping to block pews/chairs, number of seats available, etc. (See appendix II)*
- Removed hymnals and other items from the pews/chairs
- Baptismal font is empty; holy water is removed
- Developed a plan for ensuring those present does not exceed the gathering limit  
*Please provide specifics, e.g., usher counts and once limit is reached, the church is closed, etc.*  
\_\_\_\_\_
- Established queue/line system taking into account social distancing protocols for those waiting to enter  
*Please provide specifics, e.g., this will occur outdoors, or in the commons, etc.*  
\_\_\_\_\_
- Designated an usher to ask those attending Mass the screening questions
- Ushers ensure gathering limit in the building is in accordance with guidelines from the Governor
- Ushers posted at church entrance for checking in parishioners
- Develop a plan on how to turn away parishioners when capacity is met, or not on the list for Mass, or not wearing a face covering, or answer "Yes" to any of the health screening questions  
*Please provide specifics, e.g. usher counts and once limit is reached, the church is closed, etc.*  
\_\_\_\_\_
- Designated an usher to seat parishioners starting from the front to the back
- Scheduled training with ushers and liturgical ministers to review the new protocols prior to the first Mass
- Capabilities for continuation of livestreaming/recording Mass are in place
- Determined a collection method following Mass in lieu of passing the basket  
*Please provide specifics, e.g., usher holding a basket at the end of Mass, baskets at the front of the church etc.*  
\_\_\_\_\_
- Avoided, as much as possible, any ministry involvement by those in a vulnerable category
- In light of social distancing and 50% capacity guidelines, seating capacity is: \_\_\_\_\_

## PREPARATIONS FOR THE CELEBRATION OF MASS

- Determined how parishioners are invited to attend Mass  
*Please provide specifics, e.g., determined alphabetically, by envelope number, by online sign up, etc.; consider a weekly Mass time for those in vulnerable category; etc.*
- Plan for distributing communion during Mass
  - Determined if an instrument will or will not be used for distribution
  - A small table between priest and communicant with clean towel and disinfectant is available
  - Face covering is available for the priest (deacon, if available) for distribution of communion
  - Developed social distancing protocols in the church for distribution of communion  
*Please provide specifics, e.g., floor markings; people invited to enter the line one pew at a time; floor marking for post-receipt of communion, etc.*

## POST-MASS

- Developed a cleaning and sanitizing system based on CDC recommendations  
*Please provide specifics, e.g., areas to be cleaned (church, bathrooms, etc.); how often; etc.*
- Developed a plan for ordered departure of the faithful from the worship space, taking into account social distancing.  
*Please provide specifics, e.g., dismissal by pews, etc.*

## COMMUNICATION TO THE PARISH COMMUNITY

- Reviewed the “Directives and Recommendations for the Faithful” document supplied by the Diocese
- Prepared a communication to the parish based on the recommendations by the Diocese
- Distributed communication via email, website, and parish social media, as well as posted on parish doors

## WEEKLY MASS SCHEDULE

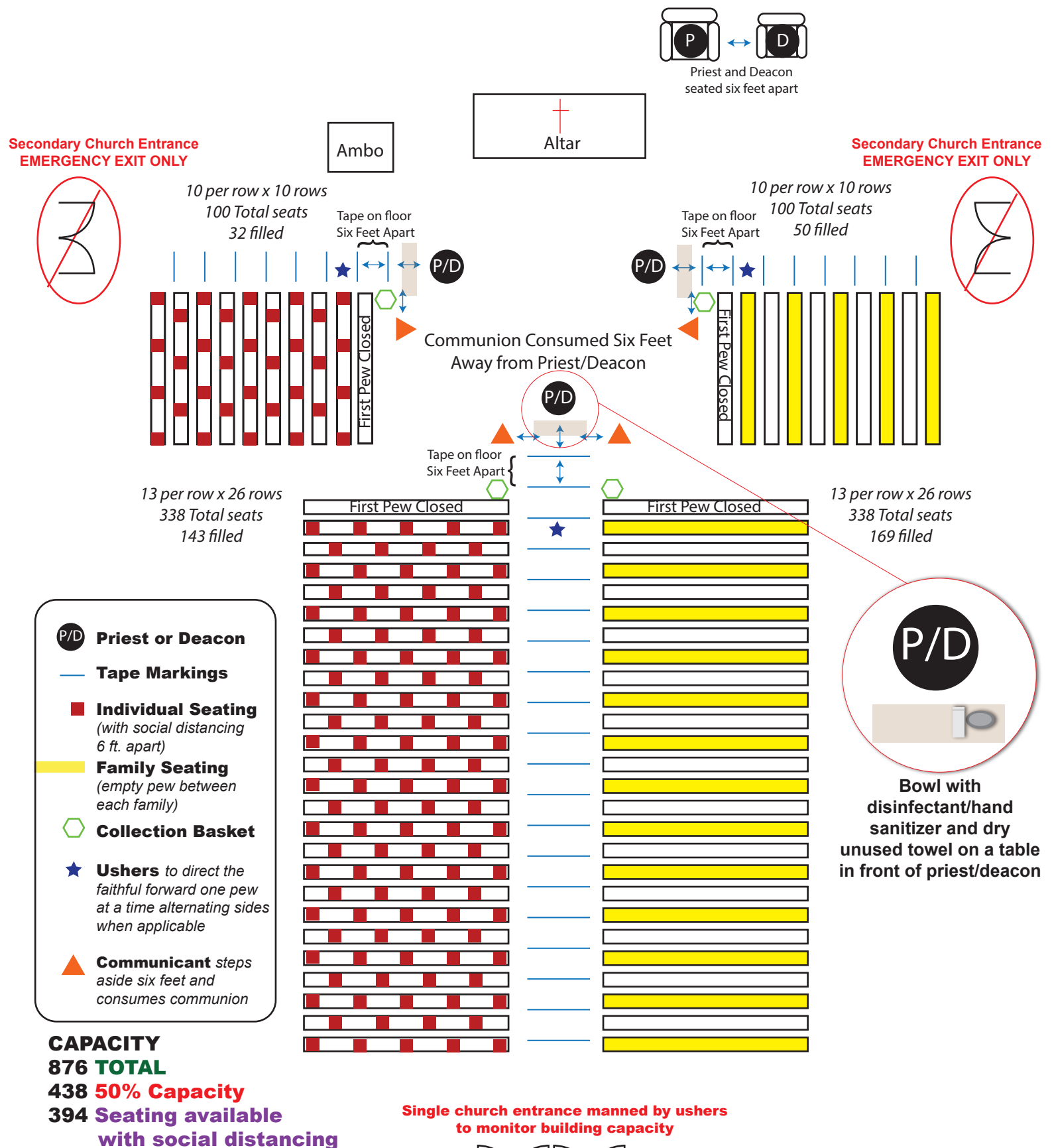
Please list the times of your weekly Masses in light of guidelines:

Monday	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Tuesday	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Wednesday	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Thursday	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Friday	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Saturday	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Sunday	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>

## COMMENTS/ADDITIONAL INFORMATION:

**Please email a completed copy of this checklist to [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) at least **72 hours** before your first public Mass.**

## COVID-19 Social Distanced Seating Template (Phase 1)



Please see the next page for the full printable version.



# WELCOME!

As we gather again for the celebration of Mass, we are all asked to do our part to prevent the spread of COVID-19. Out of an abundance of caution for others gathered, please be aware, prior to entering the church, an usher will ask you a series of questions. Please be patient and wait for their instructions regarding seating, as we must comply with social distancing guidelines.

We ask that everyone takes the following precautions:



Stay home if you are ill, elderly, anxious, or immunocompromised. Bishop Knestout has dispensed all Catholics in the Diocese from their Sunday Mass obligation.



Maintain six feet of social distance from others who are not from the same household at all times while in the church or on church property.



All those aged 10 and up and those to receive Communion must wear a face mask or face covering. Be sure the mask covers your nose and your mouth.



Refrain from physical contact, such as holding hands during the Our Father and shaking hands during the Sign of Peace.



Sanitize hand when entering and leaving church. Bring personal supply of hand sanitizer to use before receiving Communion, if possible.



Consider receiving Holy Communion in the hand. After receiving the host in your hand, step six feet to the side, lower your mask, consume the host, put your mask back in place and return to your seat.

If you have a fever or symptoms of COVID-19, you will not be permitted to enter the building.



# WELCOME!

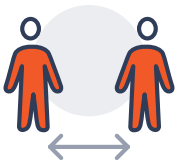
As we gather again for the celebration of Mass, we are all asked to do our part to prevent the spread of COVID-19. Out of an abundance of caution for others gathered, please

be aware, prior to entering the church, an usher will ask you a series of questions. Please be patient and wait for their instructions regarding seating, as we must comply with social distancing guidelines.

We ask that everyone takes the following precautions:



Stay home if you are ill, elderly, anxious, or immunocompromised. Bishop Knestout has dispensed all Catholics in the Diocese from their Sunday Mass obligation.



Maintain six feet of social distance from others who are not from the same household at all times while in the church or on church property.



All those aged 10 and up and those to receive Communion must wear a face mask or face covering. Be sure the mask covers your nose and your mouth.



Refrain from physical contact, such as holding hands during the Our Father and shaking hands during the Sign of Peace.



Sanitize hand when entering and leaving church. Bring personal supply of hand sanitizer to use before receiving Communion, if possible.



Consider receiving Holy Communion in the hand. After receiving the host in your hand, step six feet to the side, lower your mask, consume the host, put your mask back in place and return to your seat.

If you have a fever or symptoms of COVID-19, you will not be permitted to enter the building.

# ¡BIENVENIDOS!

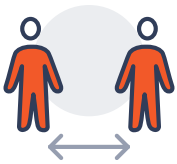
Mientras nos reunimos de nuevo para la celebración de la misa, se nos pide a todos que hagamos nuestra parte para evitar la propagación de COVID-19. Por precaución para los demás aquí reunidos, por favor tengan en cuenta que antes de entrar en la iglesia, un ujier les hará una serie de preguntas. Por favor, tengan paciencia y esperen sus instrucciones en cuanto a los asientos, ya que debemos cumplir con las directrices del distanciamiento social.

## **Pedimos que todos tomen las siguientes precauciones:**

Si tienen fiebre o síntomas de COVID-19, no se le permitirá entrar en el edificio.



Quédense en casa si están enfermos, ancianos, ansiosos o inmunocomprometidos. El obispo Knestout ha dispensado a todos los católicos de la diócesis de la obligación de la misa dominical.



Manténgase a seis pies de distancia social de otros que no sean de la misma casa todo el tiempo mientras esté en la iglesia o en la propiedad de la iglesia.



Todos aquellos mayores de 10 años y aquellos que reciben la Comunión deben de llevar la máscara en la cara o cubrirsela. Asegurarse que la máscara os cubra la nariz y la boca.



Abstenerse del contacto físico, como tomarse de la mano durante el Padrenuestro y estrechar la mano durante el Signo de la Paz.



Desinfectese las manos al entrar y al salir de la iglesia. Traiga un suministro personal de desinfectante de manos para usar antes de recibir la comunión, si es posible.



Considere la posibilidad de recibir la Sagrada Comunión en la mano. Después de recibir la hostia en la mano, dé un paso a un lado, baje la máscara, consuma la hostia, coloque la máscara en su lugar y vuelva a su asiento.

Si tiene fiebre o síntomas de COVID-19,  
no se le permitirá entrar en el edificio.



## Appendix IV

### Plexiglass Sneeze Guard & Shield For Counters - 23.6" x 35.4".

Further details, including pricing and additional sizing options, can be found at:  
<https://www.framedisplays.com/cocoprshforr.html>



# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



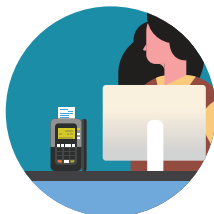
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



## When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

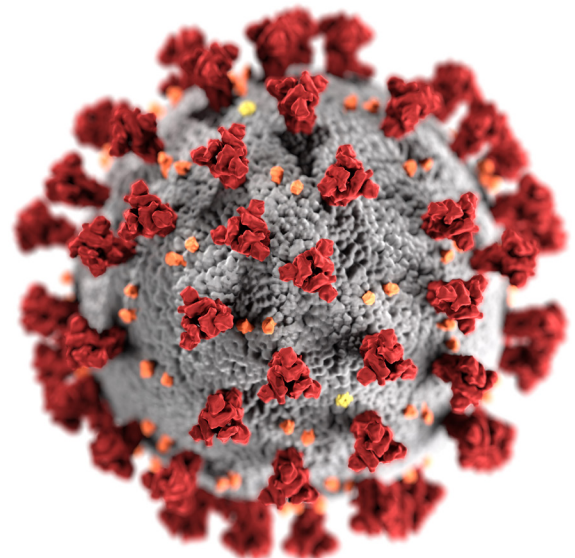
## Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

## For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



## Appendix VI

### CLEANING AND DISINFECTING YOUR CHURCH FURNITURE

The recent outbreak of the COVID-19 (Corona) virus has created multiple challenges for places of worship. The Centers for Disease Control and Prevention (CDC) has suggested that coronavirus may remain viable for extended periods of time on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.

The Diocese has received inquiries from parishes concerning what is recommended to be used to disinfect church pews, wood furniture and other surfaces in the church. While there may be the desire to use aggressive cleaning agents, including bleach-based disinfectants, to stop the spread of germs on church pews and surfaces, unfortunately, the finishes can be damaged by repeated applications of harsh detergents or disinfectants that contain alcohol or other dry solvents.

#### **Cleaning recommendations for church furniture**

The following recommendations are:

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

#### **Cleaning & Disinfecting Church Pews**

##### Washing wood pews and other wood surfaces

If a parish is unsure of the wood finish on the pews, the parish may wish to first identify the type of finish on the wood surface: a hard finish or an oil one. To determine the finish, consider:

- Obtain some boiled linseed oil, available at hardware stores.
- Rub a few drops into a hidden part of the furniture (in case it affects the stain).
- If the oil beads up, you have a hard finish. If the oil is absorbed, you have an oil finish.

##### Cleaning furniture with hard finishes

You may use a common spray cleaner or want to make a mild detergent solution. Prepare a simple mixture of warm water with a mild detergent (any major household brand). Mixture: 1 tablespoon of mild detergent for every 3 gallons of water. This method is best to clean off soils and germs. Furniture that is painted or has multiple coats of finish can be damaged by repeated applications of harsh detergents or disinfectants that contain alcohol or other dry solvents.

## Appendix VI

### CLEANING AND DISINFECTING YOUR CHURCH FURNITURE

#### Cleaning furniture with an oil finish

- Start with three soft, lint-free cloths. If you are using a rag of clothing or an old shirt, ensure buttons and seams are removed so they do not scratch the pew.
- Dip one cloth in a sudsy, mild soap and water solution. Wring it out thoroughly and use it to scrub the furniture.
- Wet the second cloth with water and use it to rinse the soap off the furniture's surface.
- Finally, dry with the last cloth.
- Continue this cleaning method for the entire wood surface, overlapping the previously washed areas.
- 

#### **CAUTION:**

- It is recommended to never clean wood furniture with a hose or excessive water; standing water will cause significant damage to wood furniture.
- It is recommended to never use a water-based polish or polish containing wax, as these will likely ruin the finish of the wood.

#### Disinfecting Church Pews

If one conducts an internet search, there are several suggestions to use a mixture of vinegar and water as a solution to use as a disinfectant on wood areas. However, the EPA does list vinegar as a disinfectant or sanitizer.

While the label on Clorox Disinfecting Wipes does indicate “safe on finished woods,” they should not be used on unpainted, untreated, or unfinished porous wood surfaces.

One possible option is Pine Disinfectant Cleaner (available through various online distributors). According to product description information, Pine Disinfectant Cleaners may be used on finished/seal wood.

As with any product used, consult the instruction label on the surfaces it can be used on, and too, verify it is an EPA registered disinfectant by visiting this website:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

## Appendix VI

### CLEANING AND DISINFECTING YOUR CHURCH FURNITURE

#### Cleaning Upholstered Church Pews and Chairs

To disinfect your furniture with u.

1. Vacuum. Use your vacuum cleaner on upholstered cushions. Make sure the vacuum has a ULPA or HEPA filter. Vacuuming fabrics with the upholstery and crevice attachments (avoiding harsh bristles) keeps dirt from building up and wearing into furniture over time.
2. Spray. For loose pew cushions, it is recommended not to take cushions out of their covers to clean them. The covers might shrink in the wash and no longer fit over the cushion. Instead, apply a spray-on, water-based detergent, like an upholstery-cleaning detergent or liquid soap and water. You can also use a homemade disinfectant comprising a 2-to-1 ratio of 60 to 90 percent rubbing — isopropyl — alcohol to water. Check the labels on your upholstery before shopping for a detergent, since each type of fabric can have different recommendations. Also, consider testing the cleaning solution on a less noticeable spot to make sure it does not discolor the fabric.
3. Agitate, wait, then wipe. Rub in the detergent uniformly to avoid spots and uneven drying patterns. Then wait 5 to 10 minutes for the detergent to dissolve into the fabric and suspend the dirt and oils. Wipe the residue away from the surface with a clean cloth. Allow the fabric to dry completely to prevent a moist environment where microorganisms can grow.

#### **Metal Care**

Many metal surfaces are covered with a nitrocellulose-based clear protective coating. It is important to stress to maintenance and cleaning staff that they are not cleaning the metal, they are cleaning the protective surface on top of the metal.

- Commercial metal cleaners and polishes could potential damage and cause premature break-down of the protective clear coating. Even ammonia-based cleaners, such as Windex, can weaken the protective coating.
- A soft, damp cloth with a mild detergent, such as a liquid soap, is all that is needed to remove stubborn dirt build-up.
- All cleaning motions should be done in the direction of the metal's grain. Even polished stainless steel has a fine grain to the metal. Avoid swirling or crisscross motions that can damage the protective coating.
- To disinfect your metal surfaces, an isopropyl alcohol solution can be used with no ill effect to the clear protective coating. Strong cleaning solutions and harsh chemicals can damage the protective finish.



## Appendix VI

### CLEANING AND DISINFECTING YOUR CHURCH FURNITURE

#### **How to clean your church door handles**

Doorknobs are one of the most highly contacted surfaces in a sanctuary and can sometimes be overlooked, and therefore not cleaned on a regular basis. For a non-toxic cleaning solution, spray the surface with vinegar and wipe dry with a clean cloth. Disinfectant wipes, such as Lysol and Clorox wipes, are quick and easy to clean with, too.

Focus on the knobs and handles that get the most action throughout the day. Consider, too, other often-overlooked areas as well, such as light switches.

#### **Carpet Care**

The Carpet and Rug Institute, the trade association for the North American carpet industry with research and resources on carpet, has published a statement with links to the CDC's recommendations related to the COVID-19 pandemic:

*The Carpet and Rug Institute recommends following the CDC's cleaning and disinfection recommendations for US households with suspected or confirmed Coronavirus Disease 2019, which can be found on CDC.gov. For soft or porous surfaces, such as carpeted floors, rugs and drapes, the CDC recommends "removing visible contamination if present and cleaning with appropriate cleaners indicated for use on these surfaces. After cleaning, launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or use products with the EPA-approved emerging viral pathogens claims (examples at this link) that are suitable for porous surfaces.*

For additional recommendations related to routine care and cleaning of carpets, visit:

<https://carpet-rug.org/carpet-for-business/cleaning-and-maintenance/>



## Appendix VII

### DISINFECTANT SUPPLIES AND MEETING EPA CRITERIA

The Director of the Office of Facilities Management for the Diocese of Richmond states that janitorial supply companies are the best resource for disinfectants, diluted disinfectants, wipes, and maybe gloves. However, none have the same supplies day to day. If a parish contracts with a janitorial company, they should contact them first to check on supplies.

Parishes should make sure the disinfectant meets EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19. Additional information is available at:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Companies are happy to work with parishes on available inventories.

If parishes are in need of a supply company, the following are provided by region:

American Paper and Chemical  
804-230-0390  
Richmond Area

Beach Chemical and Paper  
757-427-2002  
Tidewater Area

Ford System  
423-306-0488  
Abington Area

Finally, please note, the following company is the only, current source for masks (limited supply); they do not stock other supplies.

Lindenmeyr Paper Co.  
800-523-8781  
Richmond Area

## Appendix VIII

### RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA) Guidance in light of COVID-19

#### Rite of Election

The Bishop celebrated the Rite of Election on Saturday or Sunday afternoon of the First Sunday of Lent, the weekend of February 29/March 1, 2020.

#### Scrutinies

- **Dispensed from two scrutinies.** Due to present extraordinary circumstances as a result of COVID-19, the Bishop is dispensing from two scrutinies (RCIA, §20, 34.3, 331).
- **Celebrating additional scrutinies.** If a parish chooses, two or all three scrutinies may be celebrated, however, “the usual intervals between celebrations” should be considered (§146).
- **Which scrutiny is celebrated.** While the Rite of Christian Initiation permits the Bishop from dispensing from up to two scrutinies, the one scrutiny to be celebrated is not provided; either of the three may be celebrated. However, some school of thought is to consider using the Third Scrutiny, as the language of the text “is deeper expression” of the Scrutinies. But, again, there is no one, particular scrutiny that must be celebrated.
- **Days for celebrating scrutinies.** Scrutinies are **not** to be celebrated on solemnities of the liturgical year (§146), but on Sundays and weekends, with the usual intervals (§30).
- **Celebration of the scrutinies.** Scrutinies may be celebrated in the context of Mass or they may be celebrated in the context of a Liturgy of the Word celebration.
- **Readings.** The readings for each scrutiny are as follows:
  - **First Scrutiny.** Lectionary no. 745, which then refers to the Third Sunday of Lent, Year A, Lectionary no. 28.
  - **Second Scrutiny.** Lectionary no. 746, which then refers to the Fourth Sunday of Lent, Year A, Lectionary no. 31. However, Exodus 13:21-22 may also be chosen.
  - **Third Scrutiny.** Lectionary no. 747, which then refers to the Fifth Sunday of Lent, Year A, Lectionary no. 34.
- **Context of Mass.** If any of the scrutinies are celebrated in the context of Mass, the proper Mass setting is found in *The Roman Missal*, Ritual Masses, I. For the Conferral of the Sacraments of Christian Initiation, 2. For the Celebration of the Scrutinies. Please note, while the rubrics under 2. For the Celebration of the Scrutinies state that the Scrutinies may be celebrated at “other times of the year,” per RCIA, §30, they are not celebrated on solemnities, e.g., Pentecost, The Most Holy Trinity, The Most Holy Body and Blood of Christ (Corpus Christi).

#### Presentations of the Creed and the Lord’s Prayer

- If the Third Scrutiny is celebrated, the presentation of the Lord’s Prayer takes place during the week after the third Scrutiny (§178). Please note §179, i.e., the specified readings.
- If the Third Scrutiny is celebrated, because the presentation of the Creed takes place during the week after the First Scrutiny (§157), a parish could choose to celebrate the presentation of the Creed prior to the celebration of the Third Scrutiny. Please note §158, i.e., the specified readings.

## Appendix VIII

### RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

#### Guidance in light of COVID-19

#### Celebration of the Sacraments of Initiation

- **Outside the usual time.** Per §208, “When the celebration takes place outside the usual time (see nos. 26-27), care should be taken to ensure that it has a markedly paschal character (see *Christian Initiation*, General Introduction, no. 6).”
- **Structure.** When celebrated outside of the “normal time,” *e.g.*, a day other than the Easter Vigil, the structure of the entire Sacraments of Initiation rite remains the same (§26).
- **Day to celebrate.** The sacraments of initiation are to be celebrated on a Sunday, “as far as possible (§27).”
- **Mass setting.** The Ritual Mass setting found in *The Roman Missal*, Ritual Masses, I. For the Conferral of the Sacraments of Christian Initiation, 3. For the Conferral of Baptism should be used (§208). However, per the rubrics of *The Roman Missal*, Ritual Mass settings are prohibited on Solemnities (as well as some other particular Sundays and celebrations, the majority of which have already occurred in 2020 by the time public Masses resume in the Diocese of Richmond, with the exception of All Souls’ Day and the 2020 Sundays of Advent). Therefore, if the Sacraments of Initiation are celebrated on a Solemnity, *e.g.*, Pentecost, The Most Holy Trinity, The Most Holy Body and Blood of Christ (Corpus Christi), the Mass setting **and** readings for that Solemnity are used.
- **Readings.** Assuming the celebration of the Sacraments of Initiation is **not** occurring on a Solemnity, *e.g.*, celebrated on the Twelfth Sunday in Ordinary Time (June 21, 2020), the readings are chosen from those given in the Lectionary for Mass, “Christian Initiation Apart from the Easter Vigil,” no. 751 (§208).
- **Modifications to the structure.** While §26 states that the structure of the entire rite remains the same, please pay particular attention to the following for celebrations outside of the Easter Vigil and at this time during COVID-19:
  - §222 – For the Prayer over the Water, the celebrant may use any of the blessing formularies given in options A, B, and C. The other two options, D and E, should not be used, per the rubrics.
  - §226 – Parishes are strongly encouraged to baptize each candidate by the pouring of water, option B. For further suggestions, recommendations, and precautions, please consult the Baptism Section of the Emergency Preparedness Instruction Manual located under Section IV. Guidelines for Other Liturgical and Sacramental Celebrations.
  - §236 – Immediately following confirmation, all return to their seats among the faithful and the general intercessions begin.
  - §242 – If the Ritual Mass setting 3. For the Conferral of Baptism is used, please note and use the special interpolations for Eucharistic Prayers I, II, III, and IV found in the Ritual Mass setting, 3. For the Conferral of Baptism.

# Use of a Secondary Space (Phase 2)

## Checklist

Please email a completed copy of this checklist to [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) at least **72 hours** before the first public Mass in the secondary space.

Location Name: \_\_\_\_\_ Deanery: \_\_\_\_\_

Secondary space (e.g., gym, commons, parish hall, etc.): \_\_\_\_\_

- Explanation for utilizing a secondary space

*Has the parish seen an uptick in numbers? Are you aiming to use the space to support a specific population, e.g., families, those in a vulnerable category, simply for overflow, etc.?*

### PREPARING THE SPACE

- Determined lowest occupancy load on the certificate of occupancy for the space being used for Mass

Enter the occupancy load: \_\_\_\_\_

- Ensure there is ample cleaning and disinfecting supplies for each Mass for 2 weeks

- Determined available seating for the faithful for Mass taking into account clergy and liturgical ministers present.

*Please provide a map/sketch of the space where mass is occurring showing social distancing measures and how it will be implemented e.g., roping to block pews/chairs, number of seats available, etc. (See appendix II)*

- If applicable, removed hymnals and other items from the pews/chairs

- Developed a plan for ensuring those present does not exceed the gathering limit

*Please provide specifics, e.g., usher counts and once limit is reached, the space is closed, etc.*

- Established queue/line system taking into account social distancing protocols for those waiting to enter

*Please provide specifics, e.g., this will occur outdoors, or in the commons, etc.*

- Determined the route that parishioners will take from the check in location to the secondary space

- Designated an usher to ask those attending Mass the screening questions and obtain contact information

- Ushers ensure gathering limit in the building is in accordance with guidelines from the Governor

- Ushers posted at church entrance for checking in parishioners

- Develop a plan on how to turn away parishioners when capacity is met, or not on the list for Mass, or not wearing a face covering, or answer "Yes" to any of the health screening questions

*Please provide specifics, e.g. usher counts and once limit is reached, the church is closed, etc.*

- Designated an usher to seat parishioners starting from the front to the back

- Designated an usher to remain in the space in the event of an emergency

- Scheduled training with ushers and liturgical ministers to review the new protocols prior to the first Mass

- Capabilities for receiving livestreamed Mass are in place

- Determined a collection method following Mass in lieu of passing the basket  
*Please provide specifics, e.g., baskets at the front or rear of the space etc.*

- Avoided, as much as possible, any ministry involvement by those in a vulnerable category

- In light of social distancing and 50% capacity guidelines, seating capacity is:

### PREPARATIONS FOR THE CELEBRATION OF MASS

- Determined how parishioners are invited to attend Mass in the secondary space.  
*Please provide specifics, e.g., determined alphabetically, by envelope number, by online sign up, etc; consider a weekly Mass time for those in vulnerable category; etc.*

- Plan for distributing communion during Mass
  - Determined how communion will arrive from the main church space  
*Please explain how communion will arrive in the secondary space from the main church space. After those in the main church space receive communion? By the priest, deacon, or lay minister(s)?*

- Determined if an instrument will or will not be used for distribution
- A small table between priest/deacon/EMHC and communicant with clean towel and disinfectant is available
- Face covering is worn by all ministers distributing communion
- Developed social distancing protocols in the secondary space for distribution of communion  
*Please provide specifics, e.g., floor markings; people invited to enter the line one pew at a time; floor marking for post-receipt of communion, etc.*

### POST-MASS

- Developed a cleaning and sanitizing system in the secondary space based on CDC recommendations  
*Please provide specifics, e.g., areas to be cleaned (church, bathrooms, etc.); how often; etc.*

- Developed a plan for ordered departure of the faithful from the secondary space, taking into account social distancing and avoiding interaction with those departing the main church.  
*Please provide specifics, e.g., dismissal by rows, etc.*

### WEEKLY MASS SCHEDULE IN THE SECONDARY SPACE

Please list the times of your weekly Masses occurring in the secondary space:

Monday	<input type="text"/>	Friday	<input type="text"/>
Tuesday	<input type="text"/>	Saturday	<input type="text"/>
Wednesday	<input type="text"/>	Sunday	<input type="text"/>
Thursday	<input type="text"/>		

### COMMENTS/ADDITIONAL INFORMATION:

Please email a completed copy of this checklist to [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) at least **72 hours** before the first public Mass in the secondary space.

## **Appendix X**

### **Transition Plan for Pastoral Center Level 3 to Level 2 status**

The Pastoral Center currently operates on a Level 3 status, most employees teleworking with a small number of employees working in the Pastoral Center building.

At a time determined by the Vicar General, the Pastoral Center will transition to a Level 2 status, with some offices working regularly on-site and others teleworking until further notice.

#### **Employee Work Assignment and Visitors to the Pastoral Center**

- When Level 2 status is declared, employees from the following offices will be required to work from the Pastoral Center: Human Resources, Facilities, Copy Services, Finance, Office of the Bishop, Office of the Vicar General, Office of the Vicar for Clergy, Tribunal, Real Estate, Archives.
  - When an employee is required to return to work regularly on-site at the Pastoral Center and has concerns about returning, the employee should contact their supervisor and Human Resources immediately.
- To ensure that numbers do not exceed the set limit imposed by the Governor of Virginia, other employees, including directors, not from these departments may not work from the Pastoral Center without prior authorization.
- No visitors are permitted on-site with the exception of individuals preapproved by the Office of Preparation.

## **Access to the Pastoral Center**

- When entering the Pastoral Center, the following process will apply:
  - Temperature taken outside the building, if under 100.4 degrees individual can enter and the following screening questions will be asked of individuals:
    - Have you or anyone in your household had a fever in the past two (2) weeks?
    - Do you or anyone in your household have a new cough or new shortness of breath?
    - Have you come into contact with anyone who is positive with COVID-19 in the past two (2) weeks?
    - If any individual or household responds “yes” to any question, they will need to exit the building.
  - Once non-exempt employees begin the process of entering the building, they should use the mobile application to clock-in. An employee’s paid time begins when they enter the building and not the current practice of when they reach their designated workspace.
- All individuals must wear face coverings at all times, except when in their designated workspaces (offices or cubicles), including walking through halls. All individuals should bring their own face covering.

## **Pastoral Center Day-to-Day Functions**

- To minimize access to the mailroom, the Office of Facilities will drop-off mail to a location designated by each Office Director. The schedule for individuals not assigned to work in the Pastoral Center will be able to access the building according to a schedule. Mail will continue to be held for 24-hours prior to distribution.
- For any in-person meeting hosted in the Pastoral Center, regardless of size, face coverings must be worn and social distancing of at least six feet must be observed. When meetings must be scheduled, employees are encouraged to use video conferencing technology to connect with other employees, rather than meeting in-person.
- Mass in the Pastoral Center continues to be suspended.
- Copy machines and the postage machine will be cleaned regularly by the Facilities staff. Additionally, if an individual uses the copy machine or postage machine, that individual must disinfect the used surfaces after each use according to the directions at each machine.
- When possible, employees should use their personal cell phone or assigned desk phone rather than a common desk phone or desk phone of another employee to place internal and external calls.

## **Common Areas and Meals**

- When walking in common spaces (staircases, hallways, etc.), appropriate social distancing should be observed.
- The elevator should only be used by individuals with physical needs or to transport materials or supplies.
  - Only one person should be in the elevator at a time.
  - Persons waiting for the elevator should observe appropriate social distancing.
- All conference rooms will be preset (tables and chairs) for appropriate social distancing. The Office of Facilities Management will publish new capacity limits for each room. The reservation screens located outside of the conference room doors will be disabled. Each room will have disinfecting wipes to wipe down any equipment used by meeting participants.
- Use of the Pastoral Center Lunch Room / Break Room will be limited to only getting supplies and preparing meals. All seating and tables will be removed.
- Employees are permitted to bring food into the building.
  - When food is brought from home, it may not be shared with other individuals.
  - When food is purchased from a restaurant either for delivery or carryout, each meal must be packaged separately. If food is delivered, the individual ordering the food must meet the delivery driver outside of the building for pick-up.
  - No buffet options are permitted.
- Ice Machines, Coffee Machines, Water Dispensers/Fountains, Refrigerator, Microwave, Dishwasher: Come up with a sanitary process might be – maybe a napkin/paper towel or Clorox wipe?
- Pastoral Center dishes, cups, and silverware will not be available for use. Individuals are encouraged to use disposable items or bring their own from home.
- Lunches may not be consumed in any common location. Lunch may only be consumed at an individual's designated work area or outdoors with appropriate social distancing.
- The Quiet Room will be closed except for nursing mothers. Nursing mothers must contact Office of Facilities before using the room so as to ensure appropriate cleaning can be done.

## **Procedure for individuals who become ill while on-site**

- The Keane Room will be reserved strictly for individuals who are feeling ill and need a temporary location to be quarantined.
- If an individual is feeling ill while at the Pastoral Center, the individual should contact their supervisor. Then, the supervisor should immediately contact Human Resources for further instruction.



### **Best Practices and Additional Measures for Safety**

- Employees are encouraged to use non-verbal means of communication when possible, such as a wave instead of a handshake or a thumbs up to indicate agreement.
- Informational posters will be placed throughout the Pastoral Center to remind employees of best practices.
- Plexiglass to be installed at the reception desk.
- Automatic faucets and soap dispensers will be installed in the main hallway restrooms on the 1<sup>st</sup> and 2<sup>nd</sup> floors.

## Appendix XI



### **PASTORAL CENTER TEMPORARY TELEWORK POLICY**

Office of Human Resources  
Effective June 15, 2020  
(as a result of the COVID-19 pandemic)

While temporary teleworking commenced with the closing of the Pastoral Center on March 17, 2020, the temporary policy outlined below is expected to be short term and can be modified or withdrawn at any time, with or without notice. We will continue to monitor guidance from Federal, State, and Local officials including the CDC and OSHA, to assess the need for remote work arrangements.

Employee compensation, benefits, work status and job description will not change during this temporary period in which this policy is in effect, unless otherwise communicated in writing by the supervisor or diocesan Office of Human Resources.

**Employees approved for temporary telework are expected to follow all policies and procedures outlined in *Called to Work in Harmony, Personnel Policies and Procedures for Religious and Lay Personnel*, to include the *Diocesan Code of Ethical Conduct and Diocesan Safe Environment Regulations*.**

#### **Temporary Teleworking**

Temporary telework is approved based on the two primary considerations outlined below. To request permission to temporarily telework, the employee submits the Pastoral Center Temporary Telework Request Form to their supervisor. Approved forms are securely maintained, per policy, by the Office of Human Resources.

***An employee's job duties and responsibilities*** must be able to be completed remotely. If the position does not allow for the duties and responsibilities to be completed while teleworking, or there is no potential modification of duties or special assignment that can be assigned to the employee, the employee should accept the return to work arrangement and report to work as requested, or on a short-term basis, use available, earned vacation or personal leave to be paid.

Per **guidance from the Virginia Department of Health and CDC**, as well as other governmental agencies and our concern for our employee's well-being, the **following criteria** is provided which will allow an employee, officially assigned to return to the Pastoral Center on June 15, 2020, to temporarily telework:

1. An employee in a vulnerable age category, aged 65 or older;
2. An employee with an underlining medical condition (immunocompromised);
3. An employee having an individual in their household who is immunocompromised;
4. An employee with childcare considerations without access to the typical childcare arrangements normally secured by the employee for their children;
5. Other expressed concern discussed with their supervisor and the Office of Human Resources.

For reference, **examples of underlining medical conditions and immunocompromised conditions** include people of all ages with chronic lung disease, moderate to severe asthma, serious heart conditions, obesity, diabetes, chronic kidney disease, liver disease, cancer treatments, immune deficiencies, and prolonged use of corticosteroids and other immune weakening medications, among others.

## **Expectations while Teleworking**

### *Employee Duties & Responsibilities and Supervisor Responsibilities*

Employees must be available by phone, email, and or other electronic means to attend meetings during core operational hours, unless alternate work schedule arrangements are made with their supervisors. Phone calls should be returned promptly as they would while working at their official work location. An out of office message stating that remote work is occurring should be placed on the employee's voicemail system indicating working hours.

- Employees must be capable of effectively participating in meetings either by phone or by video conferencing. Employees who are experiencing difficulty are advised to discuss this with their supervisor and seek training to ensure participation.
- Employees are expected to maintain their remote workspaces in a safe manner, free from safety hazards. Injuries sustained by employees while at their telework location and in conjunction with their regular work duties may be covered by workers' compensation policy. Employees are responsible for immediately reporting the accident to their supervisor and no later than 30 days following the accident to avoid the potential for a denied claim based on lack of prompt notice to the employer. The supervisor should then immediately notify the diocesan Office of Risk Management and Office of Human Resources. Employees are liable for any injuries sustained by visitors to their telework site.
- Consistent with diocesan expectations of information security, employees are expected to ensure the protection of proprietary and confidential information, to include private personal information consistent with HIPPA laws. Confidentiality and discretion must be maintained at all times. Do not allow others to view files or listen to conversations that would not be of public record.
- The request to use available sick, personal or vacation leave does not change during teleworking and employees should request leave through Kronos. As a reminder, *only up to 5 days of earned, but unused vacation leave may be carried over into the new fiscal year, beginning July 1, 2020.*
- Nonexempt employees should continue to sign-in and out in Kronos to record their time worked, to include clocking-in and out for lunch. Nonexempt employees, who are unable to work regularly scheduled hours, must work with their supervisor, on recording their time. All other policies outlined in *Called to Work in Harmony* apply.
- Supervisors must ensure employees have necessary equipment to be able to work remotely, conduct regular meetings with their staff and provide a regular volume of work-assignments

to staff. Please keep in mind that expenses associated with additional equipment, such as internet access, chairs, desks, etc., are not reimbursable. Approvals for cell phone assignments are determined by the supervisor based on the individual's position. Should there be other remote office needs, please speak with your supervisor.

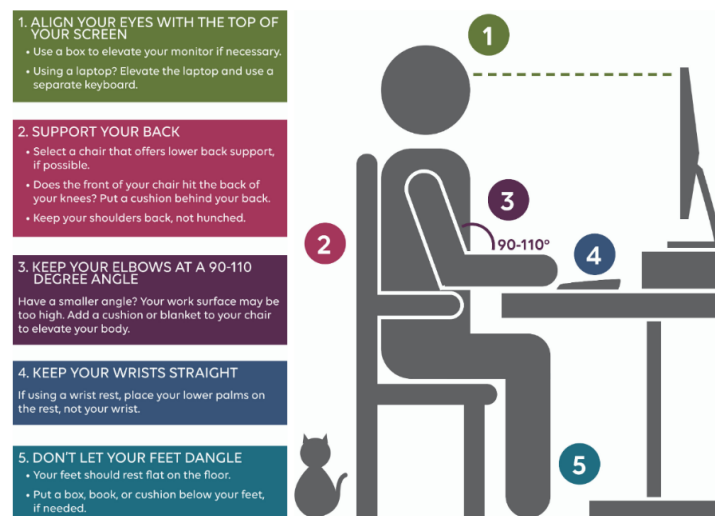
### *Laptop and other Electronic Usage*

- Laptop and other property issued to you remains the property of the Pastoral Center. Use of this equipment and remote access are subject to the same policies as described in *Called to Work in Harmony*.
- If the equipment is damaged or not working properly, do not attempt repairs or contract with any other individual or business for the repair of the equipment. Contact your supervisor and [support@richmonddiocese.org](mailto:support@richmonddiocese.org).
- As a reminder, any purchase of any type of computer hardware, software, and/or services; including cloud storage must be preapproved by the supervisor and the Office of IT before a purchase is made. Furthermore, it is strictly prohibited to install free software or related services without the written approval of the supervisor.
- Any assigned diocesan equipment is not to be used by anyone other than the employee and only for related work. If you need additional resources to work remotely (i.e., printer, laptop, docking station or similar, training, etc.) contact your supervisor.
- Employees must return assigned equipment within 5 days of termination.

### *Ergonomics while Teleworking*

Employees are encouraged to set-up a proper desk or workstation that will help minimize the potential ergonomic injuries to the back, neck and shoulders.

The following diagram may assist you with setting up your work-from-home station:



The worst place to work is a couch. Experts agree that varying your posture throughout the workday is critical. The key is to break up the workday with stretching, walking and a variety of postures.

**All other aspects of employment are addressed in *Called to Work in Harmony*, to include all aspects of Employee Conduct, including but not limited to the *Diocesan Code of Ethical Conduct and Diocesan Safe Environment Regulations*.**

**Intranet References:**

- Zoom Meeting Etiquette
- Zoom Procedures/Training
- Tips for Working Remotely
- Managing Remotely, Considerations for Managers



## PHASE 2: PASTORAL CENTER TEMPORARY TELEWORK REQUEST FORM

I acknowledge that I have received and read a copy of the Pastoral Center Temporary Telework Policy, dated June 15, 2020.

As an employee assigned to an office identified to return to work in the Pastoral Center during Phase 2, I hereby request permission to temporarily telework due to one, or more, of the following criteria:

1. I am in a vulnerable age category, aged 65 or older;
2. I have an underlining medical condition (immunocompromised);
3. I have an individual in my household who is immunocompromised;
4. I have childcare considerations and I am without access to the typical childcare arrangements normally secured by the employee for their children;
5. I have an expressed concern discussed with my supervisor and the Office of Human Resources.

I understand that this policy may change at any time. If approved, I agree to follow all policies and procedures as listed in the Temporary Telework Policy. I understand that violation of any of the policies or procedures may result in suspension of telework permissions and could result in disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name & Title (print)

### APPROVAL:

\_\_\_\_\_ (employee name) is approved for temporary telework. The employee's:

- ☐ weekly schedule remains consistent;
- ☐ weekly schedule is changing, and is now \_\_\_\_\_.
- ☐ Other: \_\_\_\_\_.

\_\_\_\_\_  
Supervisor's Signature / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources' Signature / Title

\_\_\_\_\_  
Date

*cc: Personnel File*