

St. Anthony COVID-19 Mitigation Plan Phase III- Responsible Opening of Churches and Other Parish Facilities



To Reduce the chance of virus transmission within the church and office:

1. Employees & Volunteers
 - a. Prescreening of employees and volunteers
 - i. Pre-shift screening of employees/volunteers when entering Parish facilities
 - ii. No employee/volunteer displaying symptoms of COVID-19 will be permitted to be in the facility
 - iii. Screening log of employees and ministers will be maintained and kept for 30 days
 - iv. An employee/volunteer who becomes sick while at work will be immediately sent home
 - v. No person may work/volunteer within 72 hours of exhibiting fever
 - b. Office hours
 - i. Office is open by appointment only
 - ii. Employees are on flexible work time
 - iii. Working remotely is encouraged where possible
 - iv. Employees are encouraged to wear face masks in presence of others
 - v. Employees will have access to hand sanitizer at workstations
 - vi. Employees are expected to regularly disinfect frequently touched surfaces
 - c. Formation of COVID-19 safety ministry
 - i. Employees and volunteers should be trained on COVID-19 mitigation plan
 - ii. If needed, employees and volunteers will be given proper PPE when engaged in ministry or service including:
 1. Face mask (optional)
 2. Face shield (for screening purposes)
 3. Disposable gloves
 4. Touchless thermometer (for screening purposes)
2. Sanctuary Religious Gatherings
 - a. General provisions
 - i. Church will be open at set times
 - ii. Church doors will be propped open to minimize contact of frequently touched surfaces
 - iii. At least one safety minister should be present
 - iv. Parish hall, chapel, and restrooms will be closed
 - v. No food or drink will be allowed
 - vi. Any other items that could be left in the church will not be allowed
 - vii. Missalettes and music issues will be removed
 - viii. Holy water will be removed
 - ix. No singing or projecting of voice is allowed other than the cantor and/or pianist
 - x. Vulnerable parishioners are recommended to stay home and will be notified by website, Facebook, e-bulletin, and mail
 - xi. Entry and indoor signage will be posted clearly notifying the public of the Parish's COVID-19 Mitigation Plan including:
 - a. Any person with symptoms consistent with COVID-19 may not enter the premises
 - b. Hand sanitization requirements
 - c. 6-foot social distancing mandate
 - b. Screening for all gatherings
 - i. Screen parishioners prior to entering the church
 1. Parishioners will enter through southeast entrance

2. Parishioners should use a face mask in the church
 3. Safety minister may check temperature of parishioners prior to entering the church
 - a. Any person exhibiting a temperature $>100.3^{\circ}$ will be turned away and asked to come back within 72 hours
 4. Safety minister may log the parishioners name for capacity and tracing purposes in the event of an occurrence
 5. Parishioners will be requested to use hand sanitizer once entering the facility
- c. Seating for all gatherings
- i. Limited to 60 persons
 - ii. Safety minister should instruct parishioner on where to sit
 - iii. Families may sit together
 - iv. Pews will be taped and blocked off and assigned seating will be staggered as necessary to maintain 6-foot social distance
 - v. Parishioners will be instructed to exit using the opposite northwest entrance
- d. Specific provisions for parts of Mass
- i. Parishioner access
 1. Weekends
 - a. By reservation
 - b. Online RSVP- Signup Genius
 2. Weekdays
 - a. First come first serve
 - ii. Introductory Rites
 1. Only one presider- no other ministers
 2. Proper social distance should be observed throughout Mass
 3. Altar will be revered with only a profound bow
 4. Missal will be located next to presider - server will not hold the book for presidential prayers
 - iii. Liturgy of the Word
 1. Priest will read the 1st & 2nd readings
 2. Cantors will read the Responsorial Psalm from their place along the side of the sanctuary and not at the ambo
 - iv. Liturgy of the Eucharist
 1. A pall will be used on all chalices and ciborium/paten will remain covered
 2. Offertory procession will be omitted
 - a. Parishioners will be encouraged to make online donations and non-cash contributions by mail
 3. The priest will bring the missal, chalice, paten/ciborium, and cruets of wine and water to the altar
 4. The lavabo should be done by the priest alone at a credence table
 5. The sign of peace will be omitted
 6. The Precious Blood will not be distributed
 7. Communion hosts that will be distributed to the parishioners will be consecrated on the side of the altar
 8. Act of spiritual communion will be read after the celebrant has received communion for those who cannot be present
 9. Priest will inform parishioners that communion will be distributed outside after the conclusion of Mass and that everyone should go back to their vehicles and await further instruction
 10. The consecrated hosts will be placed in the tabernacle until after Mass

- v. Dismissal
 1. Priest announcements:
 - a. Exit strategy
 - i. North side first- back to front
 - ii. South side last- back to front
 - iii. Single file line
- vi. Distribution of Holy Communion following Mass
 1. Two communion stations will be set up at each entrance into the sanctuary
 - a. Two small tables with unfolded corporal
 - b. Hand sanitizer, gloves, and waste bin
 - c. Floors marked with six-foot intervals
 2. Priest and one Eucharistic minister (Non-vulnerable adult) will distribute communion and should wear face coverings
 - a. Presider and Eucharistic minister should wear gloves (while communicants cannot)
 3. Priest will remove his chasuble and will proceed to retrieve the consecrated hosts while wearing his alb and stole
 4. Priest will return to the altar and recites the following:
 - a. “Behold the Lamb of God. Behold him who takes away the sins of the world. Blessed are those called to the supper of the Lamb.” He then leads the people in saying: “Lord, I am not worthy that you should enter under my roof, but only say the word, and my soul shall be healed.”
 5. Priest and Eucharistic minister proceed to outside communion stations
 6. Parishioners will be asked to approach and exit one vehicle at a time to receive communion
 7. Faithful may receive communion wearing face masks (which are strongly encourage)
 8. Faithful will step six feet away after receiving communion, may lower their face mask, consume the host, and return to their vehicle
 - a. If the priest senses that his fingers have contacted any part of a person, he should pause, and without touching the ciborium with the hand that has made contact, place the ciborium on the corporal. If he is wearing gloves, he should remove them in a sanitary way and dispose of them immediately and use hand sanitizer.
 9. Any remaining hosts will be returned to the tabernacle once everyone present has received communion and concludes with the following prayer:
 - a. “Let us pray. O God, who in this wonderful Sacrament have left us a memorial of your Passion, grant us, we pray, so to revere the sacred mysteries of your Body and Blood that we may always experience in ourselves the fruits of your redemption. Who live and reign with God the Father in the unity of the Holy Spirit, one God, for ever and ever.

3. Sacraments

- a. Confessions
 - i. By appointment only
 - ii. Will take place in nave of church
 - iii. Celebrant and penitent should wear face mask during the sacrament
 - iv. Social distance of 6-foot will be maintained at all times
- b. Anointing of the Sick
 - i. Apostolic Pardon will be administered by phone

- c. Funerals and Weddings
 - i. Restricted to 50 participants
 - ii. Rite of Marriage/Funeral without Mass will be used
 - iii. Screening measures as described in 2. Religious Gatherings above will be followed
- d. Baptisms for Infants
 - i. Preparation for celebration of the rite
 - 1. Prior to the baptism parents will be required to email a list of attendees and attest that anyone experiencing a fever, cough, or shortness of breath will not attend
 - 2. Social distancing should be observed
 - 3. Face coverings should be worn at all times by the celebrant and participants
 - 4. Font and all items used in the rite will be sanitized
 - 5. Credence table with the items to be used in the celebration along with hand sanitizer will be placed conveniently near where the rites will take place
 - 6. Second table with the white garment and baptismal candle will be placed near where the parents and godparents will be standing
 - ii. During the celebration of the rite
 - 1. Proper hand hygiene will be practiced before and during the celebration
 - 2. The claiming the child with the Sign of the Cross will be performed by the parents
 - 3. Anointing with the Oil of Catechumens will not be performed
 - 4. The child is baptized by pouring water on the crown of the child's head.
 - a. Clean, fresh water is poured over the child and into an empty font
 - b. The water will be disposed of in a fitting manner after the ceremony
 - 5. Anointing with Chrism will not be performed
 - 6. The white garment is placed on the child by the parents
 - 7. Likewise, a godparent takes the baptismal candle from the table and lights it from the Paschal candle
 - a. The parents bring the white baptismal garment and the candle to minimize the need to sanitize them.
 - 8. The Ephatha Rite is performed from a distance by the celebrant without touching the child
 - a. Parents may touch the ears and tongue of the child
 - iii. After the celebration of the rite
 - 1. The Holy Water is disposed of in the normal fashion
 - 2. All other items used in the celebration will be washed and sanitized
 - 3. The church will be sanitized
- e. Confirmation
 - i. Delayed until the fall
- f. Rite of Christian Initiation for Adults (RCIA)
 - i. Considerations
 - 1. A small amount of the Sacred Chrism is placed in a disposable condiment cup on a credence table
 - 2. There will be a sterile cotton swab for each confirmandi
 - ii. Outline for Mass- RCIA # 340
 - 1. Receiving the Candidate
 - 2. Liturgy of the Word
 - a. Readings
 - b. Homily
 - c. Intercessions for the candidate(s)
 - d. Prayer of Exorcism
 - e. No anointing with the oil of catechumens or laying on of hands

3. Celebration of Baptism (Performed in accordance with the norms for Baptism-see section # 3.d instructions)
 - a. Invitation to prayer
 - b. Prayer over the water
 - c. Profession of faith
 - i. Renunciation of sin
 - ii. Profession of faith
 - d. Baptism
 - e. Explanatory rites: baptismal garment/presentation of candle
4. Celebration of Confirmation
 - a. Before the rite
 - i. A small amount of the sacred chrism is placed in a disposable condiment cup on a credence table
 - ii. There will be a sterile cotton swab for each confirmandi
 - b. During the rite
 - i. The celebrant performs hand hygiene before the Rite of Confirmation begins
 - ii. The laying on of hands is done by celebrant extending his hands over all those to be confirmed from a distance of at least ten feet during the prayer
 - iii. The one to be confirmed approaches the celebrant with his/her sponsor while maintaining proper social distance (If the sponsor is from the same household, social distance need not be maintained)
 - iv. When indicated, the one to be confirmed approaches the celebrant alone
 1. Taking a cotton swab, he anoints the forehead saying, “N., be sealed with the gift of the Holy Spirit.”
 - a. R./ Amen.
 2. He then says, “Peace be with you.”
 - a. R./ And with your spirit.
 3. The celebrant then performs hand hygiene and repeats the process until all are confirmed.
 - c. After the rite
 - i. The cotton swabs are placed in a plastic bag and any leftover chrism should be absorbed with a cotton ball and placed in the plastic bag and burned later
 - ii. The containers which held the oils are either sanitized or disposed of in a fitting manner
 - iii. All other items used in the celebration should be washed and sanitized
5. Celebration of the Eucharist (Performed in accordance with section # 2.iv-vi)
 - g. Home Visits
 - i. Before the Rite
 1. Celebrants to the homebound will not enter the house of a person who has been exposed to COVID-19 or is exhibiting symptoms typical of COVID-19
 2. Social distancing should be observed except for when the celebrant places the host in the recipient’s hand
 3. When possible, the visit will take place outside either in the yard or porch
 4. Celebrants will make only one home visit per trip

5. Celebrants should not put multiple hosts in the pyx for distribution to multiple households
 6. Celebrant should not bring anything to the home (Parish bulletins, rosaries, magazines, or prayer cards)
 7. Both the celebrant and the person being visited should wear face coverings during the encounter
 8. Celebrant should remain at least six-feet from the person being visited for the entirety of the visit- except at the moment of distribution of communion.
 9. Celebrant should avoid contact with surfaces in the home as much as possible
 10. Celebrant should perform hand hygiene
- ii. During the rite
 1. When the moment comes for giving communion, the celebrant performs hand hygiene once again
 2. After the “Lord, I am not worthy…” the celebrant briefly approaches the recipient and places the host or a portion of it in the recipient’s hand or on the tongue in the normal fashion and then returns to his/her place at least six feet away
 3. Celebrant will perform hand hygiene if their hand contacts any part of the recipient
 4. Rite concludes as normal
 - iii. After the rite
 1. Celebrant will sanitize his/her hands as well as any items used in the encounter

4. Other Meetings

a. Youth Group

- i. No gatherings until fall 2020

b. Classes, Gatherings of Prayers and Devotions, and Other Group Meetings

- i. All one-time and reoccurring events need to be approved by Pastor and scheduled with office
- ii. At least one designated group/gathering monitor will be responsible for ensuring building mitigation plan is properly being followed by other members
 1. Monitors will be given the following items:
 - a. Disposable gloves
 - b. Face shields
 - c. Hand sanitizer
 - d. 70 % alcohol cleaning wipes
- iii. Standardized screening log and checklist will be handed out to designated member and will include the following:
 1. Screening log:
 - a. Group name
 - b. Date and time
 - c. Responsible member
 - d. Names of individuals screened
 - e. Symptom questionnaire
 2. Checklist:
 - a. Social distancing
 - b. Encourage wearing face masks at all times
 - c. Hand sanitizing upon entry and exit
 - d. No food or drink in facility
 - e. Bathroom use is prohibited unless there is an emergency
 - i. Use only handicap accessible bathroom
 - f. No items left in church

- g. Hourly touch point sanitation
 - h. Building sanitization upon conclusion of meeting
 - 3. Monitor will send completed checklist and screening log via email to office staff
- 5. Cleaning and Disinfecting
 - a. Procedure and Frequency
 - i. Hand sanitizer will be located at the southeast and northwest entrance
 - 1. Required when entering and leaving premises, and after/before touching frequently touched surfaces
 - ii. Door handles will be wiped down by staff upon entering and exiting workspace and more frequently if others are using your office doors.
 - iii. 5 minutes after the gathering, a staff member will be
 - 1. Disinfecting pews used by congregants – spray with a misting 764 Lemon Quat Solution
 - 2. Disinfecting door handles, counters, and other furniture/equipment- use wipes with at least 70% alcohol solution
 - 3. Disinfecting bathroom- door plates, sink handles, toilet seats etc.
 - iv. Hourly touch-point sanitization (e.g., workstations, screens, equipment, doorknobs) throughout facility during gatherings and office hours
- 6. In the Event of an Occurrence
 - a. Closure & Disinfection
 - i. Facility will close for 72 hours if an employee, volunteer, or parishioner is tested for COVID-19 and has been on the premises
 - ii. Comprehensive site cleaning and disinfection per CDC guidelines
 - iii. All know individuals who came in contact with person who tested positive for COVID-19 will be contacted using the relevant logs as mentioned above