



# GUIDELINES FOR THE REINTRODUCTION OF THE PUBLIC CELEBRATION OF HOLY MASS

## STAGE ONE

### PREAMBLE

These Guidelines provide the liturgical directives and safety measures necessary to assure both the reverent celebration of the Eucharistic Mystery and careful adherence to the health and security ordinances issued by the Province of Alberta during the period of the COVID-19 pandemic. These measures must be strictly observed in all parishes in order to ensure the safety of clergy, staff, volunteers and Mass attendees. Until a parish is able to assure the full implementation of these measures, it may not proceed with the offering of publicly celebrated Masses. As it works toward meeting the requirements, the parish may continue with the pastoral services currently offered.

The Guidelines are specific to the first phase of the reintroduction and are in place until a new guideline is issued. It is important to remember that these guidelines are developed to coincide with the first stage of the Alberta Relaunch Strategy and are thus not permanent adjustments to normal practice; they are temporary but necessary responses to the COVID-19 pandemic.

Reintroduction will not mean an immediate return to our practices prior to the suspension of “public” Masses. Stage 1 of the reintroduction only allows for Masses to be celebrated in the parish churches. Masses in facilities such as long-term care facilities and schools are not permissible at this time.

### GENERAL PRINCIPLES

The celebration of the Eucharist and reception of Holy Communion is central to public worship in our Catholic parishes.

Possible exposure to the contagion must be limited. Therefore, Masses are to be celebrated simply yet reverently and within a shorter duration than normal.

As the Province of Alberta undertakes its Relaunch Strategy in the face of the COVID 19 pandemic, the safety and welfare of those who gather in public assemblies of worship is paramount, together with the safety of those with whom they may come into contact.

23 May 2020

It is understood that the Alberta Relaunch Strategy will be constantly reviewed and updated to measure its effectiveness, and that adaptations may be required. The Catholic Bishops of Alberta commit to regular and ongoing dialogue with government authorities to ensure that all parish practices within our respective jurisdictions align with updated guidelines.

The guidelines of the Government of Alberta and Alberta Health Services are to be observed in all parishes, as well as these internal protocols, which have been developed to ensure both the health and safety of Albertans and the dignity of Eucharistic celebrations in accordance with ecclesial norms.

For additional support and guidance, please contact Father Paul Kavanagh, Director of the Office of Divine Worship, at 780.488.7295 ext. 222 (Basilica) or [paul.kavanagh@caedm.ca](mailto:paul.kavanagh@caedm.ca).

## GENERAL PROTOCOLS

### ATTENDANCE

- The dispensation of the faithful from the obligation to attend Sunday Mass remains in place until decreed otherwise by the Archbishop. No one is obliged to attend Holy Mass while this dispensation is in effect.
  - Priests from demographic groups that are at a greater risk of serious illness, such as those 65 years of age or older, or who are living with chronic medical conditions, must meet with the Archbishop to discuss their health and wellbeing and their capacity to serve.
  - Attendees and volunteers from demographic groups that are at a greater risk of serious illness, such as people 65 years of age or older and individuals with chronic medical conditions, are encouraged to stay safe by avoiding public gatherings, but are not prohibited from attending Mass if they so choose.
  - Anyone attending Mass does so at their own risk.
  - All attendees are expected to wear non-medical masks and should bring their own masks.
  - Anyone who has even the slightest symptoms or feelings of sickness must remain home.
- The maximum capacity of each church is reduced to no more than 50 people, or fewer if required to ensure physical distancing.
  - **NOTE:** The maximum number allowed includes the priest, liturgical ministers, livestream videographers (if applicable), ushers, the cleaning team and anyone else present during Mass. For this reason, the total number of ministers/volunteers should be reduced to a bare minimum.

- Each parish will determine the manner by which parishioners can pre-register for a particular Mass, in accordance with the principle of equity. If a parish has insufficient human resources to implement a system of pre-registration, a first-come, first-served approach may be adopted. See Appendix I for details.
- The first scheduled public celebration of Mass will be on a weekday.
- Separate points of entry and exit must be clearly designated with proper signage.
- Parishes may offer two Masses during weekdays (morning and evening) and additional Sunday Masses, up to three Masses per priest. This will allow as many people as possible in a given period to have the opportunity to attend Holy Mass and receive the Eucharist.
- The faithful are encouraged to limit their attendance to their regular parish church to avoid undue pressure on other parishes and to exercise charity and fairness to parishioners.
- An attendance list will be taken as people enter the church facility: full name of the representative of the household with phone number, and first and last names of members present. This will enable management of cases through contact tracing and follow-up, if necessary. The list must be filed and kept in the parish office for two weeks. See Appendix II for the contact tracing form.
- Prior to providing the contact information for the attendance list, attendees will be asked health and travel-related questions consistent with the self-assessment tool of AHS. See Appendix III for the questions.
- To expedite the process for entry to the church, an attendance recorder will collect this information outside the church as the faithful arrive.
- All attendees must be directed to the pews to manage seating and monitor occupancy.
- Infants and children should remain with their parents or guardians at all times.
- Space used for the celebration of the Mass shall only include the seating area in the church nave and not any other spaces, such as the basement, children's or nursing rooms, meeting rooms, hall or narthex. All unused spaces must be locked and access prohibited.

## SAFETY

- Physical distancing of 6 feet or 2 metres must be maintained at all times and in all directions between people who are not from the same household.
- Seating is to be arranged and designated so as to assure 6 feet/2 metres physical distancing in all directions between congregants. Available seating should be clearly marked. Unoccupied "spacer" pews are to be marked or roped off for the purpose of physical distancing.
- Staff, volunteers, and the congregation should use [the self-assessment tool](#) before attending Mass. If they have any symptoms, such as cough, fever, shortness of breath, runny nose, or sore throat, they must stay home.

- All staff and volunteers are required to wear non-medical masks at all times. For detailed information on the proper use of masks, visit [alberta.ca/assets/documents/covid-19-guidance-for-wearing-non-medical-masks.pdf](http://alberta.ca/assets/documents/covid-19-guidance-for-wearing-non-medical-masks.pdf)
- All who attend must observe proper hand hygiene from the point of entry, while inside, and upon exiting the church.
  - Hand sanitizing stations are to be available by the doors and at several locations in the church.
  - Hand washing with soap and water for at least 20 seconds is also strongly encouraged in washroom facilities.
  - Proper signage indicating these and other protocols must be in place to direct all occupants.
- Reduction of contact with high-touch/shared surfaces shall be facilitated by leaving general entry/exit ways barrier-free.

### **When to Employ Gloves and Masks**

- Anyone stationed in an entranceway, where there will be a great number of people passing, should wear disposable gloves and a mask.
- Persons handling money from collections should wear disposable gloves.
- Persons cleaning any facilities or handling altar cloths or replenishing votive candles or poor boxes should wear disposable gloves.

### **DESIGNATED ENTRANCES AND EXITS**

- Churches shall designate one point of entry in order to control the number of people entering. Once the maximum is reached, no one else will be allowed entry.
- Doors are to be locked until 30 minutes before Mass begins and shall remain locked throughout the duration of the Mass.
- Entrance doors should be propped open before Mass as people enter so the faithful do not need to touch the handles or doors to enter. They can be closed and locked when Mass begins.
- All public doors have code-compliant panic bar functionality for emergency exiting. If emergency services are needed during the Mass, all doors must be propped open for emergency personnel.
- At the end of Mass, exits are to be designated to expedite the guided departure and minimize chances of people encountering one another. In all cases, physical distancing must be observed.

- Exit doors should be propped open after the Mass to allow the faithful to exit without touching the doors or handles.
- From an area in the nave where he is easily visible to the assembly, such as the sanctuary, the priest celebrant is to direct the orderly exit of the faithful.
- Priests are to refrain from greeting the faithful after the Mass so as not to impede or delay the orderly and rapid departure of the faithful.

## VOLUNTEER TEAMS

- The standard procedure for screening and training of ministers and volunteers under the Archdiocesan safe environment program applies to all who will be involved in any paid or volunteer capacity.
- The parish shall maintain an up-to-date contact list for all staff and volunteers, including names, addresses and phone numbers.
- See Appendix IV for the Job Descriptions and Agreement forms and Appendix V for the Overall Parish Readiness checklist.
  - **SAFETY COORDINATORS**
    - Safety Coordinators will work closely with the pastor in conducting an overall assessment of the church facility, reviewing the implementation of the internal guidelines and identifying potential issues and the necessary preventative measures that will need to be adapted for the parish.
    - A safety coordinator will be assigned for each Mass to assist the pastor in coordinating volunteers, in maintaining order and security, and in responding to emerging needs.
  - **POINT OF ENTRY TEAM**
    - Point of Entry volunteers are responsible for asking attendees the questions contained in Appendix II and filling out the information required in the contact tracing form while maintaining appropriate physical distancing. They must wear the required PPE of masks and gloves.
    - Point of Entry volunteers are responsible for access doors being propped open and closed.

○ **USHERS**

- Ushers must direct attendees to the available space in the pews in order to ensure proper physical distancing between households, manage seating, and monitor occupancy.
- Ushers are to facilitate the egress or departure of the faithful as directed by the priest.

○ **CLEANING AND DISINFECTING TEAM DUTIES**

- Implement the AHS “wipe-twice” method to clean and disinfect. Wipe surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.
- Clean and disinfect pews in between Masses.
- Implement procedures for increased frequency of cleaning and disinfecting of high traffic areas, common areas, and public washrooms.
- Disinfect high-touch/shared surfaces such as:
  - doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings
  - public phones, computers (if used for tracking attendance), surface counters, equipment handles
- Regular household cleaning and disinfecting products are effective against COVID-19 when used according to the directions on the label.
  - Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim (efficacy against viruses).
  - Alternatively, use a bleach-water solution with 100 ml of bleach to 900 ml water.
  - Health Canada has approved several hard-surface disinfectants and hand sanitizers for use against COVID-19. Use these lists to look up the DIN number of the product you are using or to find an approved product.
  - Make sure to follow instructions on the product label to disinfect effectively
- Disposable towels and spray cleaners, or disposable wipes, should be available to staff, volunteers and (as necessary) parishioners to regularly clean commonly used surfaces.

- Remove all communal items that cannot be easily cleaned, such as hymnals, donation envelopes, pencils, newspapers, magazines, and stuffed toys.

## SOCIAL GATHERINGS

- All social gatherings are prohibited in the churches.
- Social visits and contact between people of different households such as hand-shaking or the sharing of communal items are not allowed.
- Social visits outside the church may take place provided that proper physical distancing is observed and that these take place away from high-traffic areas such as the designated entrances and exits and driveways.

## PRACTICAL CONSIDERATIONS

- An adequate stock of hand sanitizer and other cleaning supplies must be available at all times.
- Proper and sufficient communication should be provided to the parishioners. See Appendix VI for guidance on parish and Archdiocesan communications.
- Proper signage is to be placed in highly visible areas of the church to provide hospitality to all attendees.
  - Mass schedules must be posted on the exterior of church doors.
  - The Pastoral & Administration Offices will be providing print-ready signs.
  - AHS has provided print-ready signage to assist in the application of health and safety protocols. <https://www.alberta.ca/covid-19-information-posters.aspx>
- With the variation in the sizes of restrooms in churches, usage and cleaning policies must be developed by each parish (e.g. one at a time use only; cleaned and sanitized immediately following each Mass.)

## LITURGICAL GUIDELINES

### GENERAL DIRECTIVES

- The scheduling of Sunday Masses should take into account the amount of time necessary in between Masses for the volunteer shift change and information-sharing, the cleaning and disinfecting of the pews and of the sacred vessels used, and other necessary preparatory work.
- Sacred vessels should be purified and washed with soap and hot water after the Mass. The priest or a deacon may wish to do this so as to ensure physical distancing and avoiding unnecessary contact with other people. This also reduces the need for sacristans and Eucharistic ministers in the sacristy.

- Congregational singing is a high-risk activity and is not allowed during initial phases. Infected people can transmit the virus through their saliva or respiratory droplets while singing or chanting. This prohibition in Stage 1 includes singing by a cantor or a soloist.
- Entrance and recessional processions are to be omitted and the priest celebrant could enter directly from the sacristy.
- While the pastoral ministry of deacons continues, their liturgical ministry will not be required in Stage 1 of the reintroduction in order to maintain proper physical distancing by limiting the number of liturgical ministers.
- Only one lector will be involved and will be asked to proclaim all the readings.
- There will be no altar servers required so as to minimize the risk of exposure and to properly maintain physical distancing at all times.
- The chalice, paten, ciborium, cruets, and lavabo, are to be placed on a small credence table next to the altar for easy access by the priest.
- The priest celebrant will not be wearing a non-medical mask during the Liturgy of the Eucharist; therefore, all ciboria must be covered with palls at all times. He will be required to wear one during the distribution of Holy Communion.
- No presentation of the gifts is to be made. At the time of the preparation of the altar, the hosts for consecration to be consumed by the faithful should be placed on a separate corporal slightly to the side of the priest on the altar, covered with a pall.
- No collection is taken during the Mass. Instead, baskets are placed near the entrance or at an accessible and monitored location within the church. Secure vigilance over the donations is to be assured.
- There is to be no Sign of Peace.
- There is to be no holy water in fonts.
- The Liturgy of the Word for children during Masses is not permitted.
- All hymnals, missalettes, pew cards, pencils, donation envelopes, and other loose items in the pews must be removed.
- Parish bulletins may be made available in Stage 1 only online.
- The requests for the celebration of the Sacrament of Penance may increase with the reintroduction of Mass celebrated with a congregation. Diocesan regulations pertaining to the celebration of this sacrament during the pandemic are to be followed.



## DISTRIBUTION OF HOLY COMMUNION

- For Stage 1 of the reintroduction, the individual attestation at the moment of distribution of Holy Communion (“The Body of Christ, R: Amen”) is eliminated; instead one general pronouncement (“The Body of Christ”) is to be made by the priest, and one general response (“Amen”) is to be made by all congregants together before the distribution begins. Then each person who wishes to receive the Blessed Sacrament comes forward in procession and receives in silence.
- The priest must wear a non-medical mask during the distribution of Holy Communion, as must the communicants.
- The Precious Blood will not be distributed at this time.
- Holy Communion may only be received in the hand. A small table will be placed next to the priest, on which is to be placed a corporal and a bottle of sanitizer. If, during Holy Communion, a priest feels that his hand has touched the hands of a communicant, he must immediately pause, place the ciborium on the corporal, sanitize his hands, and then continue to distribute the Eucharist.
- Acknowledging that receiving Communion on the tongue is a right of all the faithful (*Redemptionis Sacramentum*, n. 92), nevertheless ecclesiastical authority is to regulate rights in view of the common good (can. 223, §2). In the present circumstances, Communion will not be distributed on the tongue. This is a temporary measure to be reviewed on an on-going basis in the light of developing medical advice.
- Physical distancing must be maintained during the Communion procession. There can be only one single file Communion line. Members of the same household need not observe physical distancing with one another during the Communion procession.
- Only the priest will distribute Communion to reduce the number of ministers.
- If a priest has underlying health conditions or is otherwise unable, he may choose to have a deacon or an Extraordinary Minister of Holy Communion distribute in his place (cf. *Ecclesia de Mysterio* 8.2).
- Ministers of Holy Communion must sanitize their hands immediately after receiving Holy Communion before distributing Holy Communion to the faithful. They must also sanitize their hands after the distribution.

## APPENDIX I

### SYSTEMS FOR MASS ATTENDANCE REGISTRATION IN YOUR PARISH

With the limitation on the number of attendees allowed in the church at a given time for each Mass, parishes may not be able to accommodate all who wish to attend. Therefore a system for managing Mass attendance may be necessary in order to manage expectations. The principle of equity is of utmost importance to any of the systems the parish will implement in order to convey charity and justice.

There is no one perfect solution for every parish. The parish will need to determine the manner by which parishioners can pre-register for a particular Mass provided that the combination of systems put in place are accessible to the parishioners with varied skillsets. This may entail providing some means for an online process of registration, reservations made over the phone, email or in person through the parish office. Additionally, consideration should be given for anyone who may just drop in, not aware of the need to pre-register, especially at the first few weeks of the reintroduction of Mass celebrated in public.

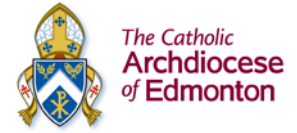
A special section on registration should be included in all your promotions of the scheduled Mass times. It should indicate the various means offered for registration.

With the availability of several means for registration, there may be a need to allocate a certain number of seats for online registrations, for phone/email/parish office registrations and for walk-ins. The proportion would have to be determined based on your parishioner demographics.

#### **ONLINE EVENT TOOLS**

It is necessary that the privacy of registrants is always respected. Whatever online event system the parish will use, the names of registered attendees must not be accessible or visible to the other attendees. It is also important clearly to communicate that registration is free of charge.

Confer with the Archdiocese prior to contacting companies that provide online tools for registration.



## APPENDIX II - CONTACT TRACING FORM

| Date                   |              | Mass Time     |          |
|------------------------|--------------|---------------|----------|
| Main Contact Full Name | Phone Number | Other members | Comments |
|                        |              |               |          |
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## APPENDIX III

### SELF-ASSESSMENT TOOL QUESTIONS

**Are you or any member of your household experiencing any of the following?**

- severe difficulty breathing (e.g., struggling for each breath, speaking in single words)
- severe chest pain
- having a very hard time waking up
- feeling confused
- lost consciousness
- shortness of breath at rest
- inability to lie down because of difficulty breathing
- chronic health conditions that you are having difficulty managing because of your current respiratory illness

**Do you have any of the following?**

- chills
- painful swallowing
- stuffy nose
- headache
- muscle or joint ache
- feeling unwell, fatigue or severe exhaustion
- nausea, vomiting, diarrhea or unexplained loss of appetite
- loss of sense of smell or taste
- conjunctivitis (pink eye)

**Have you travelled outside of Alberta in the last fourteen days?**

## APPENDIX IV - JOB DESCRIPTIONS AND AGREEMENTS

### Ministry Position Description

|   |   |
|---|---|
| <b>Position Title</b>                     | Safety Coordinator  |
| <b>Reports to</b>                         | Pastor  |
| <b>Primary objective</b>                  | To support the Volunteers who will be assisting in the safety of parishioners participating in the return to public celebration of mass   |
| <b>Expected Time Commitment</b>           | 2-4 hrs weekly  |
| <b>Tasks/Responsibilities</b>             | <p>Work closely with the pastor in conducting an overall assessment of the church facility, reviewing the implementation of the internal guidelines and identifying potential issues and the necessary preventative measures that will need to be adapted for the parish.</p> <p>A safety coordinator will be assigned for each Mass to assist the pastor in coordinating volunteers, in maintaining order and security, and in responding to emerging needs.</p> |
| <b>Setting/Work Environment</b>           | <ul style="list-style-type: none"> <li>Ministry will be conducted in the church or parish office</li> </ul>   |
| <b>Personal/Professional Requirements</b> | <ul style="list-style-type: none"> <li>Ability to follow direction</li> <li>Understand the risk and mitigation strategies of COVID-19</li> </ul>  |
| <b>Appointment duration/term</b>          | 6 months or longer  |

\_\_\_\_\_  
Signature of Director/Pastor/Volunteer Leader

\_\_\_\_\_  
Day / Month / Year

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Day / Month / Year

## Ministry Position Description

|                                  |  |
|----------------------------------|--|
| <b>Position Title</b>            | Point of Entry Team Member   |
| <b>Reports to</b>                | Pastor/Safety Coordinator  |
| <b>Primary objective</b>         | Point of Entry volunteers are encouraged to collect the contact information from parishioners as they enter the church   |
| <b>Expected Time Commitment</b>  | Up to 1.5 hours each Mass  |
| <b>Tasks/Responsibilities</b>    | <ul style="list-style-type: none"> <li>• Point of Entry volunteers are encouraged to collect the contact information</li> <li>• Maintaining appropriate physical distancing (6 feet/2 metres)</li> <li>• Wear the appropriate personal protective equipment (PPE) if they are unable to maintain 6 feet/2 metres of separation from congregants.</li> <li>• Open the entry access door and keep propped open until the number of 50 or fewer parishioners has been met.</li> <li>• Open the exit door until all parishioners have exited the church</li> <li>• Provide list of participants to the Safety Coordinator</li> </ul> |
| <b>Setting/Work Environment</b>  | <ul style="list-style-type: none"> <li>• Ministry will take place in the church</li> </ul>   |
| <b>Appointment duration/term</b> | Approximately 6 months or longer.  |

\_\_\_\_\_  
Signature of Director/Pastor/Volunteer Leader

\_\_\_\_\_  
Day / Month / Year

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Day / Month / Year

## Ministry Position Description

|   |  |
|---|--|
| <b>Position Title</b>                     | Usher  |
| <b>Reports to</b>                         | Pastor   |
| <b>Primary objective</b>                  | Support safe ministry and public health  |
| <b>Expected Time Commitment</b>           | Unknown – following Provincial health guidelines   |
| <b>Tasks/Responsibilities</b>             | <ul style="list-style-type: none"> <li>• Direct attendees to the available space in the pews</li> <li>• Ensure physical distancing between households</li> <li>• Observe single point entry and single point exit</li> <li>• Manage seating and monitor occupancy of church</li> <li>•</li> <li>•</li> </ul> |
| <b>Setting/Work Environment</b>           | <ul style="list-style-type: none"> <li>• Duties will be provided in the church</li> <li>• Support will be provided by the pastor and ministry team leader</li> <li>•</li> <li>•</li> </ul>   |
| <b>Personal/Professional Requirements</b> | <ul style="list-style-type: none"> <li>• Ability to follow the AHS guidelines for COVID risk mitigation</li> <li>• Awareness in using PPE</li> <li>•</li> </ul>  |
| <b>Appointment duration/term</b>          | Potentially for 6 months or longer   |

\_\_\_\_\_  
Signature of Director/Pastor/Volunteer Leader

\_\_\_\_\_  
Day / Month / Year

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Day / Month / Year

## Ministry Position Description

|   |   |
|---|---|
| <b>Position Title</b>                     | Cleaning and Disinfecting Team Member   |
| <b>Reports to</b>                         | Pastor/Safety Coordinator   |
| <b>Primary objective</b>                  | Support safe ministry and public health   |
| <b>Expected Time Commitment</b>           | Unknown – following Provincial health guidelines  |
| <b>Tasks/Responsibilities</b>             | <ul style="list-style-type: none"> <li>• Implement the AHS “wipe twice” method to clean &amp; disinfect surfaces</li> <li>• Wipe surfaces with cleaning agent to wipe off soil with an AHS approved disinfectant.</li> <li>• Clean &amp; disinfect pews between Masses</li> <li>• Disinfect high touch areas: doorknobs, light switches, toilet handles, faucet &amp; taps</li> </ul> |
| <b>Setting/Work Environment</b>           | <ul style="list-style-type: none"> <li>• Maintain the parish facility as per the requirements of AHS directives</li> <li>• Use provided disinfectants &amp; cleaning materials</li> <li>• Wear provided PPE equipment as necessary</li> </ul>   |
| <b>Personal/Professional Requirements</b> | <ul style="list-style-type: none"> <li>• Awareness of COVID-19 risks &amp; restrictions</li> <li>• Support the control &amp; community spread of COVID-19</li> </ul>  |
| <b>Appointment duration/term</b>          | Potentially 6 months or longer.   |

\_\_\_\_\_  
Signature of Director/Pastor/Volunteer Leader

\_\_\_\_\_  
Day / Month / Year

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Day / Month / Year



## APPENDIX V

### OVERALL PARISH PREPAREDNESS CHECKLIST

Resumption of the public celebration of mass will depend on our preparedness to meet all health and safety requirements. It will begin on a weekday to help the parish evaluate how it meets health and safety requirements prior to the first Sunday public mass.

#### **Purpose:**

The purpose of this document is to help you, in your parish, prepare well for the day when we resume public celebration of the mass.

#### **General principles:**

1. The health and safety of our volunteers and parishioners, as well as those with whom they come into contact, is of paramount concern.
  - All [Alberta Health and government regulations](#) must be observed.
  - Churches must not offer public Mass if the parish cannot guarantee that government and Archdiocesan regulations will be observed.
2. The Eucharist is the heart of our community; all church norms must be observed to ensure the dignified celebration of the Eucharist.
3. Prior to resumption, the parishes must be well-prepared with health and safety supplies and volunteer training.

#### **PARISH PRIESTS CHECKLIST**

- The schedule of Mass times provides sufficient time for all volunteer positions to be filled, including shift change and information-sharing and the required cleaning protocols to be implemented.
- Safety Coordinators have been recruited and trained.
- All the other volunteer positions (Point of Entry teams, Ushers, Cleaning and Disinfecting teams) have received the proper training or orientation before their first Mass.
- Protocols for the “wipe twice” method of cleaning and disinfecting have been identified
- You and the Safety Coordinators have an agreed process for the departure of the congregants
- You and the Safety Coordinators have done a walkabout to check the key areas
  - Designated entrances and exits
  - Holy Water fonts are empty and covered
  - Proper signage has been posted where necessary
  - Contact Tracing forms on clipboards, and pens are ready for use by the point of entry team
  - Confessional space identified and properly set up
  - Pews have been marked or roped off to assure proper physical distancing
  - Markings on floors have been placed to guide proper physical distancing on the main aisle and side aisles. Is there a need for some floor markers in the narthex as well?
  - Areas with hand sanitizers
  - Secure and highly visible area for the collection baskets

- Make sure doors can be propped open and will stay open
- Have a plan for managing the use of washrooms with proper distancing – how many people can it accommodate at one time with proper physical distancing or should it be considered as a single-occupancy use only?
- Area with PPE supplies (gloves, disposable masks)
- Area with cleaning and disinfecting supplies – have a plan for disposal or washing of cleaning supplies.
- Sanctuary has been set up for proper physical distancing
- Credence table has been placed beside the altar
- The disposable non-medical mask of the priest should be placed on the credence table during Mass. It should be replaced by a new one before the beginning of every Mass.
- Removal of loose items that are difficult to disinfect, such as hymnbooks, missalettes, brochures, donation envelopes, rosary and rosary dispensers, lending library, all unnecessary posters on bulletin boards
- The table beside where the priest stands to distribute Holy Communion has a hand sanitizer pump and will have a corporal during the distribution of Holy Communion
- If your church has devotion candle areas, are they marked for proper physical distancing? If impossible, they need to be roped off and restrict access.
- Unused areas in the church facility are locked (parish hall, cry rooms, meeting rooms, storage areas, choir loft etc.)

#### **SAFETY COORDINATORS CHECKLIST**

- You have met with the Pastor and have performed an overall assessment of the church facility, reviewing the implementation of the guidelines and identifying potential issues and the necessary preventative measures that will need to be adapted for the parish.
- Ensure that all volunteers are up to date with Call To Protect and Volunteer Management requirements
- Volunteer team positions have been filled for the Masses you are coordinating
- You have performed the walkabout with the pastor

#### **POINT OF ENTRY TEAM CHECKLIST**

- Point of Entry Volunteers have been identified for the Mass you are assisting
- Contact Tracing forms on clipboards, and pens are ready for use by the Point of Entry team
- Have the required PPE of gloves and non-medical masks

- Designated entry and exit doors have the mechanism or tools required for propping them open at the appropriate times

#### **USHERS CHECKLIST**

- Have met with the team of ushers to discuss assigned areas and duties
- Have all you need at your assigned areas and duties
- Access to the necessary PPE
- Monitor collection baskets before, during, and after Mass
- Monitor washroom usage

#### **CLEANING AND DISINFECTING TEAM CHECKLIST**

- Met with the cleaning and disinfecting team and have received your assigned areas and duties
- Have all the necessary equipment for carrying out your tasks
- Access to the necessary PPE
- High-touch areas have been cleaned and sanitized
  - doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings
  - public phones, computers (if used for tracking attendance), surface counters, equipment handles

## APPENDIX VI

# GUIDANCE ON PARISH AND ARCHDIOCESAN COMMUNICATIONS

Communicating with parishioners is vital. Once they hear that the Archbishop has approved the resumption of public celebrations Mass as early as June 1, parishioners will be asking you for details. You may not be ready with those details, but you need to share what you do know as soon as possible.

### PREPARATION

DRAFT a first letter to parishioners, mentioning the following points:

- The joyful news that we will soon be welcoming you back to the parish for Mass
- Attendance will initially be limited to 50 or fewer participants
- Mass times may change to accommodate new health and safety measures
- As soon as we have made the necessary preparations as directed by the Archbishop, we will advise you of Mass times
- *(If applicable)* We will continue to livestream the Sunday Mass at (time) on (our website, youtube channel, facebook) OR We invite you to continue viewing the Archbishop's livestreamed Sunday Mass at 10:30 a.m. on the Archdiocesan Youtube or Facebook channels.
- Please watch for more news on the parish website
- Thank you for your continued patience and sacrifice; I look forward to sharing the Eucharist with you again

### SHARE

- Via email or post to parishioner list
- In the parish bulletin online
- Featured on front page of parish website
- On all parish social media platforms
- Notice on front door of the church

### CONSIDER

- Does the parish voicemail message need to be changed?
- Have you prepared Receptionist/Volunteer to answer phone/email inquiries?
- How will you invite a limited number of people to each Mass? An online registration tool? Phone calls to parish office? Emails to parish office? Who will keep the list of names/email addresses/phone numbers? You will need to communicate this clearly.

### ONCE A DATE IS SET

DRAFT a second letter to parishioners including:

- Details of Mass times/dates
- Explain the limited attendance

- Please come early; you will be asked some health screening questions and your contact information will be collected for parish use only if we are notified of a COVID case and need to advise that you may have been exposed
- How to register your desire to attend Mass
- Advice on staying home if you feel sick or have a chronic medical condition, especially if you are over 65, and directions to livestream/televised Mass

#### SHARE

- Via email or post to parishioner list
- In the parish bulletin online
- Featured on front page of parish website
- On all parish social media platforms
- Notice on front door of the church

#### CONSIDER

- Does the parish voicemail message need to be changed?
- Have you prepared Receptionist/Staff/Volunteers to answer phone/email inquiries and/or register attendees?

#### RESOURCES

The Archdiocese will provide you with a variety of branded resources to assist you in informing parishioners. These include:

- Print-ready posters advertising health screening questions & physical distancing advice
- Print-ready posters advertising Mass times for front of church doors

#### MEDIA RELATIONS

Journalists want to help us tell the good story that Mass is back. Please observe the following:

- Interview requests from journalists should be directed to the Communications Office
- Each Bishop will be a media spokesperson on the subject of resuming Mass.
- Photographers/TV cameras will not be allowed inside the church during Mass, since that would add to the number of people inside
- Photographers/TV cameras may be allowed to shoot footage outside the church during Mass or inside the church when Mass is not being celebrated – with permission of pastor.