

PARISH RE-OPENING PLAN

Phase 1 and Phase 1A Certification Form

COVID-19 Response | May 2020

Phase 1 allows parishes to reopen for Baptism, Reconciliation, weddings and funerals with a limit of 10 attendees when they complete Sections 1-5. Given the training schedule and preparation required, we anticipate all parishes that choose to do so could open by (but no sooner than) May 23 for Phase 1.

Phase 1A is optional and allows parishes to reopen for private prayer and Eucharistic Adoration (in church only, not chapels or outdoors) with a limit of 10 attendees when they complete Phase 1A Action Steps on page 4.

During Phase 1 and 1A, parishes are not allowed to offer daily or Sunday Mass, even with 10 or fewer attendees. The resumption of public Mass, regardless of the number of attendees is a more complex process. We will inform and improve that process by gathering the lessons learned in Phase 1 before we move to Phase 2.

This form is designed as a checklist of required actions that parish teams need to complete and submit in order to reopen for Phase 1 and progress to Phase 1A.

Parish Name: _____ Vicariate: _____

Parish Address: _____

Pastor: _____

Pastor's Email: _____ Pastor's Cell: _____

In the event parish has multiple worship sites, please select 1 worship site only for Phase 1/1A and Phase 2 of the Reopening.

Phase 1 Action Steps

SECTION 1 – IDENTIFY PASTOR’S CO-LEADERSHIP TEAM RESPONSIBLE FOR REOPENING

Lay Co-Leader 1 – Name: _____

Email: _____ Cell: _____

Lay Co-Leader 2 – Name: _____

Email: _____ Cell: _____

Business Manager/Compliance Manager – Name: _____

Email: _____ Cell: _____

Greeter Captain – Name: _____

Email: _____ Cell: _____

Cleaning Captain – Name: _____

Email: _____ Cell: _____

Set-Up Captain – Name: _____

Email: _____ Cell: _____

Description of responsibilities for each position located on separate attachment.

SECTION 2 – CONFIRM CO-LEADERSHIP TEAM TRAINING AND WORKING NORMS

Prior to initial reopening, confirm attendance:

Sacramental Preparation Webinar – Priests/Deacons only _____

General Overview of Re-Opening Procedures Webinar – Entire Leadership Team _____

We recommend that the co-leadership team meet regularly to review and assess implementation plan on an ongoing basis through the summer.

SECTION 3 – PARISH CLEANING PLAN - UNDER LEADERSHIP OF SET-UP CAPTAIN

The following actions items are required to reopen and remain open on an ongoing basis:

Pick-up of Starter Supply Kit from Vicariate-based location _____

Team understands reordering guidelines for cleaning supplies included in Starter Kit _____

Sufficient volunteers identified and trained to clean church between services _____

Ensure all volunteer teams (including Set-up, Greeter and Clean-up teams) review guidelines for cleaning and disinfecting between services in case all volunteers' assistance is needed _____

Purchase necessary cleaning and disinfectant supplies to maintain 30- to 60-day supplies of cleaning/disinfectant and masks _____

SECTION 4 – PARISH SET-UP PLAN - UNDER LEADERSHIP OF SET-UP CAPTAIN

The following actions items are required to reopen and remain open on an ongoing basis:

Removed hymnals, missalettes and any other materials from pews _____

Removed bulletins and all other paper-based materials from narthex/gathering space _____

Removed holy water from stoups and baptismal fonts, wipe clean with disinfectant, remain empty _____

Posted Workplace Notice – New Executive Order in Lobby _____

Provided locked offertory boxes in lieu of passing baskets _____

Post safety signs provided by Archdiocese prominently in lobby and outside front entrance _____

The following actions items are required on an ongoing basis. Confirm that your team understands and is prepared to execute for each celebration/service. _____

Prior to every celebration/service, please remember to do the following:

- Open windows and maximize circulation
- Open all main entryway doors into the church and sanctuary so that attendees do not need to use handles
- Provide single entrance to Mass while leaving emergency exits unimpeded
- Station filled hand sanitizer spray bottles at entrance
- Allow for multiple exit locations to de-densify

Note: Depending on capacity limits, certain sections of the church should be closed off to limit cleaning afterwards to occupied areas only.

Where applicable, please initial the lines above when actions are completed.

SECTION 5 – PARISH GREETING PLAN - UNDER LEADERSHIP OF GREETER CAPTAIN

The following actions items are required on an ongoing basis. Confirm that your team understands and is prepared to execute for each celebration/service. _____

Prior to celebrations/services:

- Confirm all greeters and ushers are not in vulnerable population
- Recruit sufficient number of greeters and train them
- Check online reservation confirmations (Optional for Phase 1A)

During celebrations/services:

- Welcome attendees, note the safety protocols in place, provide instructions
- Politely/firmly turn away people who are symptomatic, are unwilling to follow required safety precautions or are not properly registered or would exceed capacity
- Ensure parishioners are wearing masks
- Spray hand sanitizer into hands of incoming attendees
- Direct attendees to open, designated pews per social distancing
- Ensure no crowds gather outside church

At conclusion of celebrations/services:

- Work with priest to help dismiss parishioners through different doors
- Work with Cleaning team to coordinate cleaning/disinfecting before next celebration/service

Where applicable, please initial the lines above when actions are completed.

Phase 1A Action Steps

As a reminder, Phase 1A allows parishes to reopen for private prayer and Eucharistic Adoration (in church only, not chapels or outdoors) with a limit of 10 attendees.

No parish is required to offer private prayer and Eucharistic Adoration; however, all parishes will need to plan and test an online reservation system in anticipation of Phase 2.

PRIVATE PRAYER AND EUCHARISTIC ADORATION

Prior to approval of offering Private Prayer/Eucharistic Adoration Hours, confirm that you have:

Created scheduled times for private prayer and Eucharistic Adoration _____

Recruited volunteers to be responsible for: _____

- Managing the parishioners to observe social distancing guidelines at all times
- Ensuring parishioners enter through front/designated door(s) only, are not symptomatic, are wearing masks and sanitize their hands with hand sanitizer
- Allowing only 10 parishioners in church at one time for 20 minutes each
- Instructing parishioners to depart from designated doors to minimize crowds
- Remain in church throughout the period the church is open to manage parishioners and enforce social distancing
- Wiping down pews with disinfectant between usage

Arranged for maintenance to clean and disinfect pews and common areas between private prayer and Adoration sessions throughout the week. _____

PLAN/TEST ONLINE ATTENDEE RESERVATION SYSTEM USING SIGN-UP GENIUS

Create an account at signupgenius.com (or similar reservation system) and ensure appropriate parish staff, leadership team/captain(s) have access to the account to test the system.

This would be an optional tool to help to moderate attendance/traffic in the church for private prayer and Eucharistic Adoration, as well as provide parish teams an understanding of how to use the system for Mass attendance during Phase 2.

Where applicable, please initial the lines above when actions are completed.

Signature Page

- This page serves as a Signature Page for Phase 1 if the parish completed Sections 1-5.
- In the event the parish also opted to pursue certification for Phase 1A and completed the Phase 1A Action Steps on page 4, this page serves as a Signature Page for Phase 1A as well.
- Please note that a parish can submit a Signature Page for Phase 1 only, and then re-submit a Signature Page later should they choose to expand their services to include Phase 1A – private prayer and Adoration.

In signing below, the Pastor and Co-Leadership Team are certifying the following:

1. You feel adequately prepared to proceed after attending the training and working through the action steps;
2. You are committed to maintaining all of the safety measures outlined on an ongoing basis;
3. You are committed to ensuring vulnerable members of the population are not staffing celebrations/services.
4. You agree to respond to any requests for input and feedback so we can learn together. If the team could provide insight on the following, we would be most appreciative:
 - a. What parts of the plan are you most confident about?

- b. What parts of the plan are you most concerned about?

Please have every member of the Co-Leadership Team sign and date below. Please submit this completed form to **mbrien@archchicago.org**. Upon receipt, the Archdiocesan Task Force members will review and send you confirmation of Phase 1 certification or Phase 1A certification.

Pastor – Signature	Date
Lay Co-Leader 1 – Signature	Date
Lay Co-Leader 2 – Signature	Date
Business Manager/Compliance Manager – Signature	Date
Greeter Captain – Signature	Date
Cleaning Captain – Signature	Date
Set-Up Captain – Signature	Date

Q – Send inquiries to **Reopenaoc@archchicago.org**.