

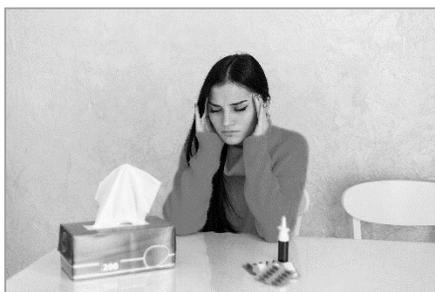


St. Peter the Apostle Catholic Church

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ST. PETER COVID-19 HEALTH AND SAFETY PLAN

Updated August 3, 2020



St. Peter the Apostle Catholic Church is dedicated to the health and safety of our staff, parishioners and community at large. This St. Peter COVID-19 Health and Safety Plan is intended to communicate St. Peter’s actions and policies that have been implemented. Links to resources from the Archdiocese of San Antonio, Centers for Disease Control and Prevention (CDC) and the City of Boerne are included. We ask that you review this plan carefully along with the recommendations from the CDC to help us provide a safer environment for all.

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IMPORTANT – If anyone who is on campus tests positive for COVID-19 please contact Deacon Brad Wakely immediately at (210) 717-3005 or Brad@stpetersboerne.com.

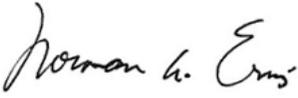
PASTOR'S MESSAGE – Father Norman A. Ermis

These are certainly unusual times and I pray you are safe and that you are managing through this pandemic with the grace of the Lord at your side. I also hope you find time to review this important document. The staff has worked hard to reopen the campus and keep you safe. As your Pastor, it has been difficult when making decisions to balance the needs of being safe and prudent with ministering to the spiritual and sacramental needs of a thriving parish. The good news is our Lord has blessed St. Peter's with so many wonderful and faithful followers of Christ and that has allowed us to manage through this pandemic and I am thankful for that.

As you read through this document, if you have concerns, questions or suggestions, I ask that you contact our Parish Operations Director, Deacon Brad Wakely, at brad@stpetersboerne.com or (830) 816-5636. We want to be responsive as a parish so please feel free to reach out to Deacon Brad.

I will continue to keep you in my prayers and I ask that you do the same for me.

Your Pastor,



Father Norman A. Ermis

PARISH OPERATIONS MESSAGE – Deacon Brad Wakely

As your Parish Operations Director, it is a privilege to serve you and Christ's Church. This document is the Health and Safety Plan for the overall Church Campus, including the guidelines for Mass, meetings and all ministries. We have a more detailed and somewhat more stringent plan for Faith Formation. You can read that document by clicking on this link - [Faith Formation Health and Safety Plan](#).

As a staff, we are here to serve you and so we encourage you to contact us with any questions or comments. We want to be responsive to you and make sure you feel safe coming back to campus and restarting any ministry you might lead or attend.

As with any guidelines, there are always unique situations that require more in-depth considerations. If you have one of those situations, please contact me so we can discuss it. For example, some of you have asked if we can have hybrid in-person meetings and a Zoom meeting. The short answer is yes, though it may require you have your laptop and webcam so you can connect to one of the TVs in the room. We simply do not have the current equipment and resources to accommodate everyone's requests.

Once again, every one of you is in our prayers. We pray that you are safe and that you become closer to our Lord during these most difficult times.

God Bless,



Deacon Brad Wakely
Parish Operation Director

REOPENING OF CAMPUS SUMMARY

The campus is completely open at this time, including the Church, Day Chapel, Office, Family Life Center, Upon this Rock campus, Gym and the Cana Ballroom. The number of people allowed in each room is listed in this document on page seven. Listed below are the guidelines for conducting meetings on campus.

- † Everyone must wear a mask at any meeting on campus, including the leader or Catechist.
- † Each person must bring their own mask. St. Peter will not provide masks.
- † The wearing of gloves is not required.
- † Hand sanitizer will be placed in each room for use.
- † The Leader of any ministry or meeting is responsible for wiping down the room before and after each meeting. A bottle with a sprayer and rag will be in each room. Please wipe down any surface that was touched during the meeting. This would include tables, chairs, light switches and doorknobs.
- † Temperatures will be checked for all Faith Formation participants upon entrance into the building. And while temperature checks are not required for other meetings, you could be asked to be checked if you are on campus during Faith Formation meeting nights.
- † To help control the flow of traffic on campus, some buildings will have one entrance and one exit. Please be aware of the signage on campus. For example, the Family Life Center entrance will be through the main doors by the playground and the exit will be in the courtyard.
- † Please do not let anyone into the building through any exit doors.
- † At this time, we ask that you do not serve any coffee or open food items. If you have self-sealed food items you want to serve, that is fine, but you cannot serve items that are not pre-packaged and sealed.
- † Groups can go outside to meet and take off their mask as long as each person is six feet away from any other person. Please do not take any chairs or tables outside.
- † The office is open and you may come in to make copies.
- † Each room will be pre-arranged for social distancing. Please do not rearrange a room or put more chairs at a table than what is already there.
- † St. Peter's purchased a professional disinfectant sprayer that is used to disinfect all rooms every evening after the campus closes.

PROCEDURES TO REOPEN ST. PETER THE APOSTLE CATHOLIC CHURCH FOR PUBLIC MASSES, AS ADAPTED FROM ARCHBISHOP GUSTAVO GARCÍA-SILLER – MAY 2020

As of May 13, 2020, Archbishop Gustavo, Archbishop of San Antonio, has granted us permission to begin the reopening of public Masses starting May 19, 2020. Archbishop Gustavo issued a decree on March 13, 2020 including dispensation for all Catholics from the obligation to participate in Mass on Sundays and other Holy Days of Obligation. This dispensation remains in effect under this Decree and will continue until specifically revoked.

The staff of St. Peter the Apostle Catholic Church is dedicated to providing parishioners public Mass in a safe environment while following the directives given by the Archdiocese of San Antonio as well as guidelines from the Texas State Health Services Department.

Public Mass resumed on Tuesday, May 19, 2020. Weekend Mass times are as follow: Saturday Vigil Mass is at 5:30 pm. Sunday Mass times are 9:00 am, 11:00 am, 1:00 pm (Spanish), and 6:00 pm (Life Teen). Daily Masses will be Monday at 6:30 pm, Tuesday – Thursday at 8:00 am and Friday at 10:00 am.

Capacity & Seat Reservation

- For now, the number of persons allowed to enter the church will be limited to that number which can maintain the social distancing guidelines of a minimum of six feet between families. Currently set at 260.

Before You Arrive

- Parishioners and lay ministers should wash their hands for 20 seconds before leaving home.
- Please always bring your own mask and wear it during Mass.
- Masks are not required for children under 10.
- The nursery is closed.
- Parishioners are encouraged to bring their hand sanitizer that can be used before receiving Holy Communion.
- No one should bring items that contain bleach into the sanctuary, as this will damage the pews.

Mass Arrival Procedures for Parishioners

- Masks should be worn to all Masses.
- The main doors of the church will open one hour before Mass for the Saturday 5:30 pm Mass, the 9:00 am and 6:00 pm Sunday Masses. Doors will open for the 11:00 am and 1:00 pm Masses as soon as cleaning from the previous Mass is finished.
- The church will be seated to fill the pews by the size of the family. Every other pew will be closed.
- Parishioners that live together may sit together, but six feet distance is required between the households. Parishioners are to sit where instructed by ushers.
- Parishioners are not to stop at the baptismal font to bless themselves. There are plants around the font to block access to it.
- Entrance into the church must be done in an orderly fashion while maintaining social distancing guidelines. Please follow the instructions of the ushers.

Mass Procedures

- Masses will be conducted in the same manner as seen on the live stream with reduced volunteer lay ministers. There will be no altar servers, choirs, or lay sacristans.
- There will not be any loose printing materials such as songbooks, missals, etc. Bulletins will be available outside after Mass.
- Lectors and readers will not process in with the priest.

- Everyone must keep face masks on for the duration of Mass.
- To reduce the potential spread of the virus, the Archdiocese has asked the congregation to refrain from singing at this time. We encourage you to sing along silently in prayer.
- There is to be no physical contact between households at the sign of peace or handholding during the Lord's Prayer. Greet each other with a wave, a nod of your head or with another respectful gesture.
- Baskets will not be passed during the offertory. An usher will walk in the empty rows so that offerings may be placed in the basket, though we encourage online giving through: [St. Peter On-Line Giving](#)

Ministers of Hospitality (Ushers)

- Ushers must always wear masks and gloves and switch out to new gloves after each Mass. We are requesting ushers bring their own mask and gloves.
- Families can sit together but must be six feet apart from the next family.

Extraordinary Ministers of Holy Communion (EMHC)

- The congregation will stand and the EMHC will take Communion to the parishioners by walking through the empty aisles.
- The six stations in the Sanctuary will be the same, though again parishioners will stand and the EMHC will bring Communion to the congregation.
- EMHC must wear masks at all times and distribute in the hand only.
- If a parishioner requests to receive by the tongue, please inform them you have been instructed by the Archbishop, for the safety of all, only to distribute in the hand.
- EMHC will not stand around the altar to receive the paten (ciboria), but rather the EMHC will stand in the line marked with tape to keep social distancing. You will be instructed to come forward to receive your paten (ciboria).

Communion Procedures

- Archbishop Gustavo has instructed that Communion is not offered on the tongue for the protection of our priests, deacons, EMHC and parishioners.
- The Precious Blood will not be offered to the congregation.
- The Communion stations will be the same.
- Parishioners will not come forward to receive Communion; instead the EMHC will go to them. Parishioners should stand and wait for the EMHC to go to them.
- Masks should be worn at all times. You may lower your mask as you receive Communion in your hand.
- After Communion, the mask should be raised immediately.

Mass Departure Procedures

- After the final blessing, parishioners are to remain in their seats for dismissal instructions.
- Pews will be dismissed in an orderly fashion starting in the rear of the church and then moving forward. Exits will be through the main doors and the two side doors by the Holy Family and Our Lady of Guadalupe chapels.
- Private prayer is not available after Sunday Masses to allow the church to be professionally cleaned and disinfected for the next Mass.
- Clergy have been instructed not to be in the narthex before or after Mass for their own protection and that of the parishioners.
- Parishioners are not to congregate outside but head directly to their vehicles to allow the next Mass to start on time.

Church and Cana Ballroom Cleaning and Sanitization

To rebuild trust and confidence about attending public celebration of the Mass, the parish staff has arranged to have our professional cleaning company, Lone Star Cleaning, do the cleaning and sanitization of the Sanctuary, bathrooms, and Cana Ballroom after all Masses. This is being done for your health and protection. They are following all CDC guidelines, including a complete wipe down of all the pews, and the spraying of an approved disinfectant. To clean the church expeditiously and adequately, the church will be locked between Masses.

Thank you for your understanding and cooperation. This is being done for the common good of maintaining public health. Please rest assured we are doing our best to make your church safe and clean for gathering in worship.

When to Return to Mass – A Personal Decision

Archbishop Gustavo strongly encourages those 65 and over and those who are at-risk or are part of the vulnerable health population to stay at home and participate in Mass via our live stream online. At-risk and vulnerable populations include:

- | | |
|-------------------------|--|
| † 65 years old or older | † Liver Disease |
| † Chronic Lung Disease | † Weakened Immune System |
| † Heart Disease | † Pregnant Women |
| † Diabetes | † Known to be in close contact with someone who had COVID-19 |
| † Kidney Disease | |

Even if you are healthy but experience any of the following symptoms, you should not come to Mass. Please consult with your doctor for further diagnosis if you have any of the following symptoms:

- | | |
|---|--|
| † Chronic Cough | † Loss of taste or smell |
| † Shortness of breath or difficulty breathing | † Diarrhea |
| † Chills | † Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit |
| † Repeated shaking with chills | † Known close contact with a person who is confirmed to have COVID-19 |
| † Muscle pain | |
| † Headache | |
| † Sore throat | |

The guiding principle that parishioners should follow in deciding when to first return to public Mass is to be attentive to not only your health but everyone's health and welfare. The bottom line is, only come back when you are ready. The Archbishop has given dispensation for all Catholics from the obligation to participate in Mass on Sundays and other Holy Days of Obligation. This dispensation remains in effect under this Decree and will continue until specifically revoked.

FACILITIES USE POLICIES

Last updated August 20, 2020

As ministries and organizations begin to resume meeting in-person on St. Peter's campuses, the following are policies that must be observed at all times, until further notice.

- ✓ Email Christina at bulletin@stpetersboerne.com or call her at (830) 816-5660 to notify us that you will resume meetings, so we can make arrangements.
- ✓ Confirm what the total modified room capacity is for your normal meeting room. At this time, we are not accepting requests to relocate to a larger room; we simply do not have enough large rooms to accommodate every ministry.
- ✓ For the safety of the staff, please do not pass the reception desk until designated to do so.
- ✓ Facial masks are required for all meeting participants at all times.
- ✓ Per CDC recommendations, social distancing of 6 feet apart in addition to wearing a mask is strongly encouraged.
- ✓ After all attendees depart, please use the disinfectant wipes provided to disinfect all surfaces used or touched.
- ✓ Do not rearrange rooms.
- ✓ It is the responsibility of the ministry leader to enforce these policies.

FAITH FORMATION

Faith Formation developed a COVID plan guided by Archdiocesan, CDC, City of Boerne and Boerne Independent School District mandates, recommendations and practices. To review the Faith Formation COVID-19 Class Option & Health and Safety Plan for 2020-2021, please go to the Announcements section of the homepage on St. Peter's website at stpetersboerne.com. The Faith Formation plan covers Good Shepherd, Elementary Faith Formation, Edge, Life Teen, High School Confirmation, RCIA and Adult Confirmation.

FOR ALL OTHER MINISTRIES, INCLUDING BIBLE STUDIES

All other ministries and organizations that meet on St. Peter's premises are required to adhere to the Facilities Use Policies as stated above.

These policies are in place to protect your safety as well as the safety of others. We want you to start meeting again in person and don't want to have to close our campus again. Adhering to these policies will help keep our campus safe and open! **If you have any questions about scheduling facilities, please contact Christina Galvez** at (830) 816-5660 or bulletin@stpetersboerne.com.

ROOM CAPACITIES ADHERING TO SOCIAL DISTANCING

Reopening of campus to ministries and organizations is planned for Monday, August 31, 2020.

Rooms 151/153 combined.....	44 attendees plus 2 presenters
Rooms 151 & 153 split.....	20 attendees plus 2 presenters
Room 148	20 attendees plus 2 presenters
Room 164 (no tables)	12 attendees plus 2 presenters
Rooms 136-139, 142-144, 161-163, 165-167	10 attendees plus 2 presenters
Day Chapel	25 in chairs plus 2 presenters
St. Anthony Hall	30 attendees plus 3 presenters
Our Lady of Guadalupe Room.....	10 attendees plus 2 presenters
Shalom House	10 attendees plus 2 presenters
JP2 Life Teen Center.....	20 attendees plus 2 presenters
Cana Ballroom and Gymnasium.....	Contact Jesse at jesse@stpetersboerne.com or (830) 816-5630

Q&A

Will there be entry and exit procedures?

Until further notice, everyone entering the Family Life Center should enter through the doors by the playground and exit through the doors at the courtyard. Banners designating this flow are located above the doors.

Since masks are required for meetings, will extra masks be available for anyone who forgets theirs? Are gloves required?

Unfortunately, we do not have the resources to make masks available for all groups meeting on campus. We strongly encourage for facilitators and leads to regularly remind participants to bring masks since they are mandatory. Gloves are not required.

Are speakers and presenters allowed to remove their masks when speaking?

No. All speakers and presenters must wear their mask at all times.

Will hand sanitizer be available, or do we need to bring our own?

Hand sanitizer will be available in the rooms, including the Cana Ballroom and gymnasium.

Will there be temperature checks? If so, does the church supply thermometers?

Temperature checks are not required for ministry and organization meetings on church premises.

Since we are required to social distance, will tables and chairs already be set up?

Yes, and please do not rearrange tables or chairs.

Are we permitted to have coffee and/or food?

At this time, we are not offering the use of the church's supplies, e.g. coffee pots, cups, utensils, etc. Participants may bring their own coffee and food, as long as it is not shared. The only food that is allowed to be shared with the group is pre-packaged food. Potluck or buffet style is not permitted for now.

May a small group go outside to discuss book questions? If so, are they required to wear masks?

Yes, a small group may go outside, but tables and chairs may not be moved or used outside. As long as social distancing is possible, participants do not have to wear masks outside.

As a lead, what will I be required to do after the meeting is over?

Before leaving, please use the disinfectant spray and towels to disinfect all surfaces and chairs that were used or touched.

If I need to make copies of something, may I do that in the office?

Yes, you may make copies in the office. Please make sure you have your mask on and that you proceed into the workroom only when designated to do so by the receptionist.

USEFUL RESOURCES

Archdiocese of San Antonio

COVID-19 News and Resources

<https://www.archsa.org/covid-19#updates>

Guidelines for Reopening Mass to the Public

<https://www.archsa.org/mass-guidelines>

Centers for Disease Control and Prevention (CDC)

About Masks

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Considerations for Schools

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

How to Protect Yourself & Others

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

If You are Sick or Caring for Someone

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

Social Distancing

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

City of Boerne

COVID-19 Resources for Residents, Business Owners, and Visitors

<https://www.ci.boerne.tx.us/1942/Boerne-COVID-19-resources>