

ADDENDUM C

CHRIST OUR LIGHT CATHOLIC CHURCH 1 Maria Drive, Loudonville, NY 12211 Parish Plan for Reopening Church for Public Liturgies

Since Addendum C is the Diocesan Guideline for reopening, we have chosen to use it as the template for our Plan incorporated herein.

We have attached our general letter to parishioners with Communications Flyer

We request approval for reopening on 20 June at 4:00 PM and 21 June at 10 AM.

Pandemic Safety Officer and Committee

- All facilities will need to have a **Reopening Coordinating Committee** along with a staff member or volunteer who will be the **Pandemic Safety Officer**. The Pandemic Safety Officer will oversee and coordinate the enforcement of all safety, and security protocols and procedures. The Pandemic Safety Officer will also support all staff and volunteers in their roles to maintain a safe, secure, and healthy facility.

Our Reopening Coordinating Team consists of the Parish Life Director as well as representatives from our clergy, staff, trustees, pastoral council, finance committee, ushers, and a parishioner with a medical background. In addition, our Pandemic Safety Officer is Henry Rosenzweig, a parishioner and Town of Colonie Police Officer. Trustee Raymond Cecot chairs the Team. Team members have been provided with all pertinent reopening material from the Diocese and has met on several occasions via ZOOM. Sub-teams were formed: Liturgy ... Health and Safety (Facility Management, People Management, Contingency Planning, and Public Safety) ... and Communication.

- Assign a Pandemic Safety Officer and put together the Coordinating Committee (members might include healthcare/medical professionals, parishioners who are in law enforcement, maintenance staff, liturgical coordinator and others such as the sacristan, the head of the ushers and/or greeting teams etc.)

See above.

- Determine who will be working to maintain the cleanliness and sanitization of the facility (cf. remarks on "suitable volunteers" in Addendum A)

As indicated above, our Facility Management sub-team, headed by Joe Flanagan, has assumed this responsibility.

- Set up a cleaning/sanitization check list/log (see below)

The cleaning/sanitizing check list (below) is being used by Joe Flanagan and his sub-team to assure that we are taking the most reasonable safety measures. Mr. Flanagan is responsible for the execution of the checklist and the maintenance of the log.

- Provide training to all staff and volunteers who will be cleaning and sanitizing the facility, greeting and screening attendees, and securing the facility.

The People Management sub team, headed by Jim Martin, is facilitating

training for greeters and ushers. The first training will be held on 13 June. We also plan to have an unannounced “live Mass with our staff and Reopening Team as congregants. This will provide a hands-on walk through experience. Twenty two (22) persons have said “yes” to belonging to this sub-team. We are engaging Complete Building Solutions, Inc. (CBS) an outside, and reputable firm to handle the requisite cleaning, sanitizing. The entire facility was cleaned thoroughly by CBS on June 8-10.

Cleaning and Sanitizing

- Staff/volunteers wear disposable gloves and face covering when cleaning. Staff/volunteers will also wash their hands – 20 seconds with soap and water. Where soap and water are unavailable, hand sanitizer can be used

We have disposable gloves, masks, and hand sanitizer on hand and utilize them

- Create checklist of items that were cleaned with staff/volunteer initials, timestamp, and date of completion. To be checked by Pandemic Safety Officer prior to opening the facility

A check list of items cleaned as well as the time/date of cleaning has been established. This will be completed by CBS and checked by Officer Rosenzweig prior to opening.

- Cleaning and disinfecting high touch point and traffic areas and restrooms.

We are attempting to procure a product (Nano Septic Tap) to be placed on high-touch areas including doorknobs. In addition, ushers’ responsibility will include these items.

- Cleaning of pews, kneelers, railings, doorknobs, restrooms, etc. after each mass

Our vendor CBS will perform this task.

- Making sure that there is enough of a gap between Mass times in order to allow for air circulation and disinfectant to work

We are consolidating our weekend Masses from 3 to 2. We will consolidate the 9:00 AM and 11:15 AM Sunday into a 10 AM Mass. Therefore, the cleaning after the 4:00 PM Saturday Mass will allow sufficient time for the disinfectant to work prior to the 10:00 AM Sunday Mass.

- Maintain CDC guidelines for use and types of required disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> .

Also re the RCDA Guidelines in Addendum A.

We are working in concert with CBS to assure compliance. They assure us of compliance, but we will follow the adage: “Trust, but verify.”

Preventative Measures

- Continue to provide Mass online

Not only is this our intention, but we are purchasing new software/hardware to provide for a quality offering on an ongoing basis.

- Limit the number of Masses per day to allow for proper cleaning, sanitation

See prior comment.

- Provide marking on floor/benches/seats to indicate social distancing spacing of 6 feet between attendees upon entering from the parking lot, seating in the facility, and upon exiting the facility

This has already been done by our Facility Management sub-team

- Where possible, use of one door for entry to the facility and different door(s) for exiting facility

We will use the front doors only, thereby eliminating the back door entrance.

- Provide hand sanitizer stations upon entry

These have been and are already in place.

- Provide accessible tissues

These have been and are already in place.

- Provide no touch trash bins

These have been and are already in place.

- Provide stationary donation box – must be monitored and secured

Our ushers are familiar with and conform to ordinary Diocesan practices. This box will be in place with signage for opening and will be properly monitored.

- Do not permit the use of communal water coolers, promote attendees to bring their own water, if needed

Water fountain has already been blocked off.

- Open doors for screened attendees

Doors will be open

- Roster all attendees for use of potential contact tracing (for example, use a printout of the parish registration list from PDS database and add any non-registered attendees to the list)

This is the responsibility of our People Management sub-team headed by Jim Martin. We are asking people to contact us to “make a reservation” and, at that time, will obtain, name, address, and phone number. Thus, we should have a sense ahead of time as to how many may be presenting themselves for Mass without exceeding the 25% capacity limit. According to the architectural schematic at the time of our renovation in 2014, the in-pew seating capacity at 20” separation is 524. Thus, 25% capacity is 131. A roster will be used to monitor entrance of attendees, whether reserved or not registered.

- Instruct attendee to available seat, or to their designated/assigned seat (if a system of assigning seats is being used)

While we are not using a reservation system by particular seat, ushers are instructed to seat people from front to back and to dismiss from back to front while honoring social distancing.

- Exit protocol – spaced out exit to parking lot (for example, by each bench or row)

See prior response.

- No congregating in the communal spaces after Mass

This specific instruction is included in a parish-wide mailing and will be enforced by ushers.

- Parking lot monitored for cars to leave promptly after mass – staggering of parking spots?

Ushers will be assigned to this requirement.

- Should someone get ill during Mass, provide a space separate for the ill person and procedures for all attendees to dismiss

We have designated our Reconciliation Room for this purpose. The Chapel will be available for Confessions.

Training for Ushers and/or Greeters

- Must know how to visually screen attendees to determine if they are permitted to attend Mass.

- Know the signs and symptoms of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

(Above 2 items) All team members are to familiarize themselves with the material on the above captioned website.

- Screen for physical sign of illness (coughing, sneezing, runny nose, etc.)

This is part of the training for ushers.

- Instruct attendee where to sit based on the system in use in the parish and the assigned social distance measures set by state and federal guidelines

Available areas have been clearly delineated. Attendees will be seated from front to back.

- Ensure all attendees have a facial mask

We have a supply of masks for those who did not bring one.

- Instruct attendees of protocols in place: hand sanitizer, use of restrooms, enforcement of CDC guidelines, as posted (again, remember to use signage too)

This will be included in verbal instructions prior to the beginning of Mass and reinforced with signage.

- Do not provide reading material (books, flyers, newsletters, bulletin, and/or missalettes) in the pews/seats or the vestibule

All material has been removed from racks in pews and from Gathering Space (including rocking chairs!). No written material will be distributed.

- Do not shake hands, hug, or kiss when greeting others

Social distancing will be monitored and honored by all.

Personal Protective Equipment for Employees/Volunteers

- Must wear disposable gloves when cleaning
- Must wear face mask at all times
- Use tissues/paper towels and discard after use.

- Wash hands frequently with soap and water or use hand sanitizer

The above captioned items (4) are understood and will be followed by employees/.volunteers. It's part of our training and communication protocols.

Personal Protective Equipment for Attendees

- Must wear face mask at all times
- Gloves are optional
- Use tissues and discard after use.
- Wash hands frequently with soap and water or use hand sanitizer

The above captioned items (4) are understood and will be followed by employees/.volunteers. It's part of our training and communication protocols.

Signage

- Signage about health guidelines posted outside of entrance to the facility

Signage to be placed on front doors is ready to go. Electronic sign will be appropriately programmed.

- Examples from CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf>

Noted

- Signage for parking lot (possible need for parking lot attendants?)

Signage is in process and will be in place at time of opening.

- Signage for seating to maintain social distancing

Signage to be placed on front doors is ready to go. Unavailable pews have been blocked off and markers are in place to assure 6 feet of distance between attendees.

- Signage for entrance and exit doors

See above

Requirements for Attendees

- Number of attendees at Mass will be designated by state and federal guidelines and church capacity

Understood as 25% capacity at this time.

- Follow all CDC guidelines as posted and stay home when sick

This is part of our multi-pointed communications to parishioners.

- Must follow set facility protocol in order to enter and remain in facility

Understood and will comply.

- Wear facial covering/mask

Understood and will comply.

- Complete health survey

Previously commented in section on entrance protocol

- Visual screening for illness

Part of usher training and practice

- Rostering of attendees – if there is an instance when an attendee becomes ill with COVID-19, attendees will be contacted to be alerted of the potential risk and Symptoms of COVID-19

Contract Tracing protocol is in place as previously described.

- Most vulnerable encouraged to stay home

Part of communications plan

- Prohibited from bringing personal items (books, flyers, newsletters, bulletin, and/or missalettes)

Previously commented.

- Prohibited from shaking hands, hugging, or kissing when greeting others

Previously commented

Training and Responsibilities for Staff

- Training for cleaning and disinfecting high touch point and traffic areas and restrooms

Ushers are trained and equipped for this responsibility.

- Maintaining social distancing guidance

Previously commented.

- Maintaining CDC recommendations for safe and health guidelines

Previously commented

This plan has been reviewed and agreed to by the Christ Our Light Church Reopening Team.

Deacon Richard Thiesen
Parish Life Director
Date: 11 June 2020