



July 23, 2020

St. Pascal Baylon COVID-19 Preparedness Plan for Building Usage in Parish Spaces

1. All groups meeting in parish space must always provide a participant list to the Business Administrator to ensure contact tracing (overseen by the Minnesota Department of Health). This list should be left at the welcome desk after the gathering or emailed to: theresa.ruttger@stpascals.org
2. Signage will be posted at each room entrance showing COVID room capacities.
3. A limited number of extra chairs will be placed in each room for those from the same household who do not need to observe physical distancing.
4. Masks are mandated per Governor's Executive Order 20-81.
5. The parish will disinfect each room before and after use. All requests for usage are dependent upon custodial resources and could impact the ability to provide space for groups.
6. There will be no moving of furniture in meeting spaces. All furniture has been placed with physical distancing measured.
7. Each group is responsible for providing masks and hand sanitizer for their meeting/event.
8. Each group is responsible for providing a COVID plan for their meeting/event. Please see page two. All forms must accompany the meeting request when booking the room. Your event will be entered on the parish calendar only after approval of your plan.
9. Individually wrapped, commercially prepared food and/or single serve beverages are allowed. Examples are: boxed lunches, snack cakes/candy bars, canned soda.

Room	COVID Capacity
Brioschi Hall	72
Choir Room	12
Conference Room A	9
Founders Room	6
Old Church	72
Staff/Volunteer Lounge	11



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**Meeting and Event COVID-19 Preparedness Plan for Building Usage in Parish Spaces
To be Returned with Calendar Request to Thea Munoz**

Event Name _____ (or recurring meeting)

Date(s) of Event _____

Contact Person _____

1. What is your plan for physical distancing for this meeting/event?
2. Per the mask mandate, please tell us how and where you will provide masks for your participants.
3. Will you provide pens/pencils or other materials to participants? If so, what is your plan for sanitizing them?
4. Please provide a room layout if using the Old Church or Brioschi Hall.

Please mark below showing you will supply the following items:

____Masks

____Hand Sanitizer/Wipes

____Contact Tracing Sheet (to be returned to Theresa Ruttger upon event completion)