



**August 27, 2020**

### **St. Pascal Baylon COVID-19 Preparedness Plan for Parishioners and Guests**

1. Guests coming for Mass/Liturgy purposes must enter through the church (door 3) entrance. Vendors should enter through the Conway entrance (door 2).
2. All guests, regardless of age, must wear a mask. Guests should buzz the parish office (doors 2 and 3). The receptionist will notify the appropriate staff member to meet the guest at the door and escort to the parish office or meeting location. Once in the parish office, guests must provide contact information (phone number, email, time/date of campus visit and who they are visiting). The receptionist will maintain this information in a visitor log/sign-in sheet. All guests and vendors will be asked to sanitize their hands.
3. In the event of a small onsite meeting, the staff host will be at an agreed upon entrance to welcome guests and ensure that all safety procedures are followed including hand sanitizing and mask usage.
4. No donations of food will be accepted at this time unless pre-approved. No other clothing or hard good donations will be accepted at this time.
5. All surfaces in and around the parish office reception area should be sanitized at the start and end of shifts by the receptionist. Face masks and gloves will be available. No one, but the welcome desk receptionist, will enter that workspace.
6. All staff workspaces are disinfected daily during the work week.

### **Physical Changes to Atrium Area**

Signage will be posted in the parish office and at the Conway entrance (door 2) outlining safety protocols and health screening requirements. Signs will address hand sanitizing, providing contact info, and wearing face masks. At this point, temperatures will not be taken but could be subject to change.

- In Atrium: The Welcome Desk has been disassembled and a reception area established in the parish office. Please note signage directing visitors to either the parish office or regional school office.
- In the Parish Office: Check in with the receptionist to share your contact information. Please sanitize your hands. Masks are available.