

PARISH RE-OPENING PLAN

Phase 2 Certification Form

COVID-19 Response | June 2020

Parish Name: _____ Vicariate: _____

Parish Address: _____

Pastor: _____

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

PHASE II CERTIFICATION

We hereby confirm that the actions taken as part of the Phase 1/Phase 1A are still in effect. _____

We confirm that the Archdiocesan videos for parishioners (*What to Expect Upon Return to Public Mass; The "How To" of Church*) have been posted on the parish website and a link sent to all parishioners during weekly communications. _____

We confirm that the parish has sufficient hand sanitizer/cleaning supplies to last 30 days. _____

We confirm that we have successfully hosted a minimum of three (3) liturgical services for 10 parishioners or less during the Phase 1/Phase 1A period. _____

We agree that we will limit access to Mass to the agreed upon social distancing capacity number. _____

We confirm that the parish will not provide any daycare or babysitting services during Mass until further notice. _____

We confirm that our Mass reservation system has been implemented, tested and is operational. _____

We strongly encourage the use of an online reservation system for contact tracing purposes.

Please check the system you are using below:

___ We are using an online reservation system.

___ We are using a phone-in reservation system.

___ We are using a hybrid of an online reservation system with a certain percentage of our reservations being reserved for phone-in reservations.

___ We are using an alternate reservation system, like alphabetical.

Please explain the alternate system: _____

PROPOSED CHURCH CAPACITY PER SOCIAL DISTANCING GUIDELINES

A seating pattern that conforms to recommended social distancing guidelines (parishioners 6' apart in all directions) will result in seating capacity that is approximately 20% of the total church capacity.

The easiest way to determine your church's seating capacity is to take the first four rows of pews in the church and:

- Skip the front row
- Measure out the second row from side to side and mark seats at 6' intervals
- Skip the next row
- Mark the fourth row, ensuring that the front-to-back distances are 6' apart as well as side-to-side distances
- Generally speaking, seats will need to be staggered in addition to skipping rows between seats (so a possible pattern might be 3-2-3; three seats in one row, skip a row, two seats in the next row, skip a row, and back to three seats in the next row)
- Once the pattern is established for your seating configuration, simply repeat it throughout the church.

Remember, seating families together will change the seating pattern for each service.

It is impossible to plan, and mark seating accordingly, to reflect all possible seating configurations. However, ushers need to be trained beforehand to understand the impact of seating families together. When seating a group, the neighboring seat in that pew will be unavailable for seating. It is also likely that the marked seats directly in front and back of that group will be unavailable. Test the impact of seating groups before any services begin and make sure ushers understand the changes to avoid confusion at the time of a service.

Provide the regular capacity of the church and the reduced capacity per social distancing guidelines.

Please fill in below:

Total Church Seating Capacity: _____

Social Distance Capacity: _____

Please note that Social Distancing Capacity cannot exceed 15%-20% (at the discretion of the pastor) of Total Church Capacity.

IN-CAR MASSES

In-Car Masses will be an option for those parishes that are able to do so for the benefit of parishioners in vulnerable populations who may not be able to enter the church building. Please note the following guidelines which must be adhered to in connection with In-Car Masses:

- The parish must have an adequate size parking lot to accommodate cars socially distanced (6' apart due to open windows), while allowing aisles on either side of each row of cars for Communion.
- The parish must have the appropriate equipment for an outside elevated altar and a sufficient audio sound system.
- Parishioners must remain inside cars.
- "Walk-up" parishioners are not allowed.

More specific guidelines will be forthcoming next week regarding the distribution of the Eucharist as part of In-Car Masses.

PHASE II CERTIFICATION – CO-LEADERSHIP SIGNATURES

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

Please submit this completed Phase 2 Certification Form to the attention of Maggie O’Brien via email (mobrien@archchicago.org). A member of the Archdiocese Task Force will review and send an email confirming your certification for Phase 2 of the Re-Opening Plan.

Q – Send inquiries to Reopenaoc@archchicago.org.