

ARCHDIOCESE OF CHICAGO



# CHURCH REOPENING WEBINAR

Guidance For Safe Practices  
A Virtual Training for Parish Staff

Diocese of Rockford  
Diocese of Joliet  
Diocese of Peoria  
Diocese of Springfield  
Diocese of Belleville



Notes:



WELCOME



**BISHOP RONALD HICKS**

Notes:



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## WHY ARE WE HERE?

### QUESTIONS?



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## PARISHIONERS ASSUMING SOME RISK

While our parish staffs will attempt to take appropriate precautions consistent with the advice of public health authorities, parishioners and guests should understand that they assume the risk of contracting COVID-19 anytime they enter a public space since such precautions do not eliminate the risk of infection.



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## CERTIFICATION



JESSE ESTRADA

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## CERTIFYING YOUR PARISH TO OPEN – PHASE 1

- **Certification is required** by the Archdiocese and based on best practices from gov't and healthcare
- Ensuring the safety of parishioners, volunteers, laypeople and clergy.
- Phase 1 Certification to open **no earlier** than May 23, 2020
  - Baptism
  - Weddings
  - Funerals
  - Reconciliation
- Phase 1A Certification – when you are ready
  - Private Prayer
  - Eucharistic Adoration
- **Phase 1 and Phase 1a limit attendee participation to 10**



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## CERTIFYING YOUR PARISH TO OPEN PHASE 1

- Certification Process:
  - Co-Leadership team and extended team review/attend webinar training session
  - Captains initial their section when tasks are completed.
  - Co-Leadership Team sign and date form when checklist is completed.
  - Phase 1A certification requires additional steps to be initialed by the pastor once completed.
  - Complete the form and send it via email to the address noted on the certification form.
- Archdiocesan Task Force will review and send certification confirmation email
  - Email must be received prior to parish opening
- Phase 2 TBD
  - Permission for Phase 2 is not yet given by the State and Archdiocese. Plan now but wait..



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# CERTIFICATION

## PARISH RE-OPENING PLAN

### Phase 1 and Phase 1A Certification Form

COVID-19 Response | May 2020

**Phase 1** allows parishes to reopen for Baptism, Reconciliation, weddings and funerals with a limit of 10 attendees when they complete Sections 1-5. Given the training schedule and preparation required, we anticipate all parishes that choose to do so could open by (but no sooner than) May 23 for Phase 1.

**Phase 1A** is optional and allows parishes to reopen for private prayer and Eucharistic Adoration (in church only, not chapels or outdoors) with a limit of 10 attendees when they complete Phase 1A Action Steps on page 4. During Phase 1 and 1A, parishes are not allowed to offer daily or Sunday Mass, even with 10 or fewer attendees. The resumption of public Mass, regardless of the number of attendees is a more complex process. We will inform and improve that process by gathering the lessons learned in Phase 1 before we move to Phase 2. This form is designed as a checklist of required actions that parish teams need to complete and submit in order to reopen for Phase 1 and progress to Phase 1A.

Parish Name: Vicariate  
Parish Address: \_\_\_\_\_  
Pastor: \_\_\_\_\_  
Pastor's Email: \_\_\_\_\_  
Pastor's Cell: \_\_\_\_\_  
In the event parish has multiple worship sites, please select worship site only for Phase 1/1A and Phase 2 of the Response.

#### Phase 1 Action Steps

#### SECTION 1 – IDENTIFY PASTOR'S CO-LEADERSHIP TEAM RESPONSIBLE FOR REOPENING

Lay Co-Leader 1 - Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Lay Co-Leader 2 - Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Business Manager/Compliance Manager - Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Greeter Captain - Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Cleaning Captain - Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Set-Up Captain - Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Description of responsibilities for each position located on separate attachment.

PARISH RE-OPENING PLAN | Phase 1 and Phase 1A Certification Form

#### SECTION 2 – CONFIRM CO-LEADERSHIP TEAM TRAINING AND WORKING NORMS

**Prior to initial reopening, confirm attendance:**  
Sacramental Preparation Webinar - Priests/Deacons only \_\_\_\_\_  
General Overview of Re-Opening Procedures Webinar - Entire Leadership Team \_\_\_\_\_  
We recommend that the co-leadership team meet regularly to review and assess implementation plan on an ongoing basis through the summer.

#### SECTION 3 – PARISH CLEANING PLAN - UNDER LEADERSHIP OF SET-UP CAPTAIN

**The following actions items are required to reopen and remain open on an ongoing basis:**  
Pick-up of Starter Supply Kit from Vicariate-based location \_\_\_\_\_  
Team understands re-opening guidelines for cleaning supplies included in Starter Kit \_\_\_\_\_  
Sufficient volunteers identified and trained to clean church between services \_\_\_\_\_  
Ensure all volunteer teams (including Set-up, Greeter and Clean-up teams) review guidelines for cleaning and disinfecting between services in case all volunteers' assistance is needed \_\_\_\_\_  
Purchase necessary cleaning and disinfectant supplies to maintain 30- to 60-day supplies of cleaning/disinfectant and masks \_\_\_\_\_

#### SECTION 4 – PARISH SET-UP PLAN - UNDER LEADERSHIP OF SET-UP CAPTAIN

**The following actions items are required to reopen and remain open on an ongoing basis:**  
Removed hymnals, missalettes and any other materials from pews \_\_\_\_\_  
Removed bulletins and all other paper-based materials from narthex/gathering space \_\_\_\_\_  
Removed holy water from stoops and baptismal fonts, wipe clean with disinfectant, remain empty \_\_\_\_\_  
Posted Workplace Notice - New Executive Order in Lobby \_\_\_\_\_  
Provided locked offertory boxes in lieu of passing baskets \_\_\_\_\_  
Post safety signs provided by Archdiocese prominently in lobby and outside front entrance \_\_\_\_\_  
The following actions items are required on an ongoing basis. Confirm that your team understands and is prepared to execute for each celebration/service.

**Prior to every celebration/service, please remember to do the following:**  
• Open windows and maximize circulation  
• Open all main entryway doors into the church and sanctuary so that attendees do not need to use handles  
• Provide single entrance to Mass while leaving emergency exits unimpeded  
• Station filled hand sanitizer spray bottles at entrance  
• Allow for multiple exit locations to de-densify  
Note: Depending on capacity limits, certain sections of the church should be closed off to limit cleaning afterwards to occupied areas only.

Where applicable, please initial the lines above when actions are completed.

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## PHYSICAL SPACE



ERIC WOLLAN

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## SPACING PARISHIONERS

- **Social Distancing** always requires **everyone to be 6 feet apart in all directions**
- **Creating a Plan** for your Parish is Essential First Step
  - Determining the Seating Pattern
  - Marking the Pews
  - Spacing Rules for Families
  - Floor Markings to Direct Parishioners
  - Floor Markings for Key Participants
  - Visual Cues for Sacraments and Rites
  - Review All Sacrament Guides as prep



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## DISINFECTION



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## DISINFECTING THE PARISH

- Mitigating the risk of infection transmission
- Cleaning vs. Disinfecting
- Disinfecting Solutions
- Frequency of Disinfection Activities
- Protecting the Volunteers during Disinfection
  - Masks, gloves, safety glasses
  - No one with lung or breathing issues
- If you are alerted to an infection...

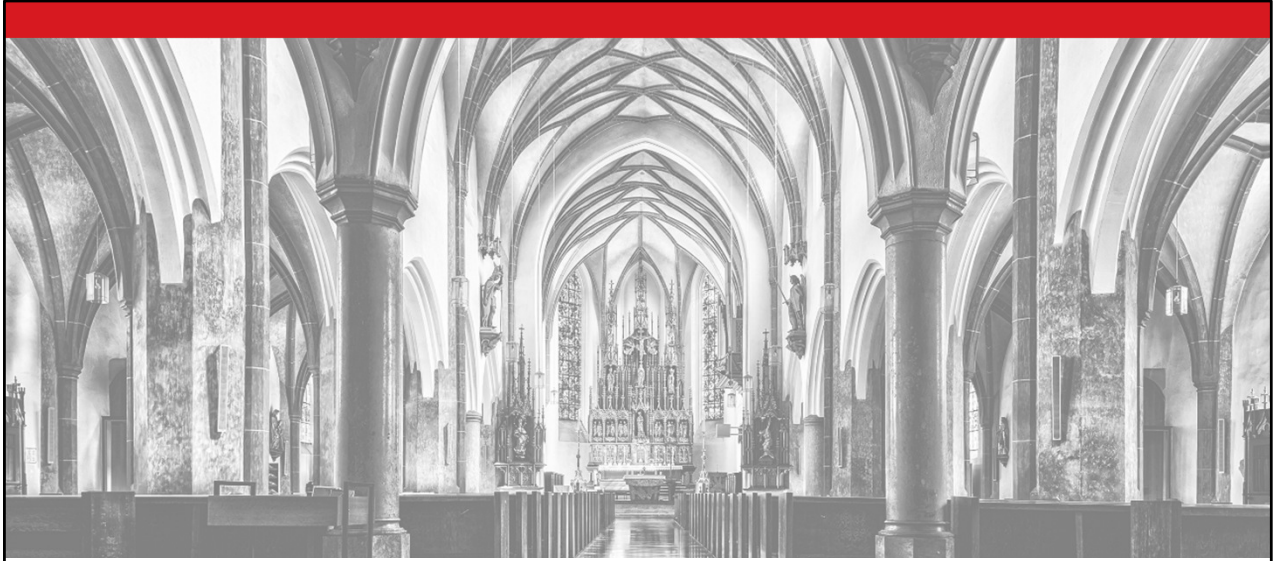


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## DISINFECTION

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## VOLUNTEERS AND ROLES



JESSE ESTRADA

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## ASSEMBLING YOUR TEAM

- Create your Parish Reopening Team
  - Leadership Team
  - Volunteer Team Captains (3): Set- Up, Cleaning/Disinfecting, Greeting (includes Ushers)
  - Recruit new volunteers for each Team: numbers, skills, commitment
- Safety of Volunteers
  - Ensure they are trained on new procedures: role and responsibilities are in each rite document
  - Must demonstrate safety protocols that are expected from parishioners
  - Confidence and kindness will be required during the reopening
  - Volunteers can not be in the "vulnerable population" (over 65 or with health issues)
  - High School age can volunteer for non-parishioner facing activities with parental permission



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## VOLUNTEERS AND ROLES

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## PARISHIONER MOVEMENT



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## MOVING SAFELY AROUND THE PARISH

- Directing parishioners safely through all sacraments and rites.
- **Determine traffic flow** to minimize contact: part of Space Plan
  - Ushers and Greeters are critical to the safety of the parishioners
  - All parishioners **MUST be 6 feet apart** at all times in the church
  - Aisles need move parishioners in a single direction
  - Seating Church front to back and exiting back to front
  - Propping the doors open and have them clearly marked
  - Use Painters Tape to assist guiding parishioner's movement
- Make multiple plans based on the number of volunteers available

### SAFETY FIRST Please...



**Sanitize  
your hands**



**Maintain  
social distance  
of 6 ft apart**



**Wear masks**



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## PARISHIONER MOVEMENT

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Notes:



## CONFLICT MANAGEMENT



JOHN HUINKER

Notes:



## MANAGING CONFLICT

- **Plan and practice** the most effective and efficient way to great parishioners
- Pandemic has taken a great toll on everyone emotionally and spiritually
- Emotions may range from excitement to anxiety
- **Be patient, confident and calm** with parishioners



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## MANAGING CONFLICT

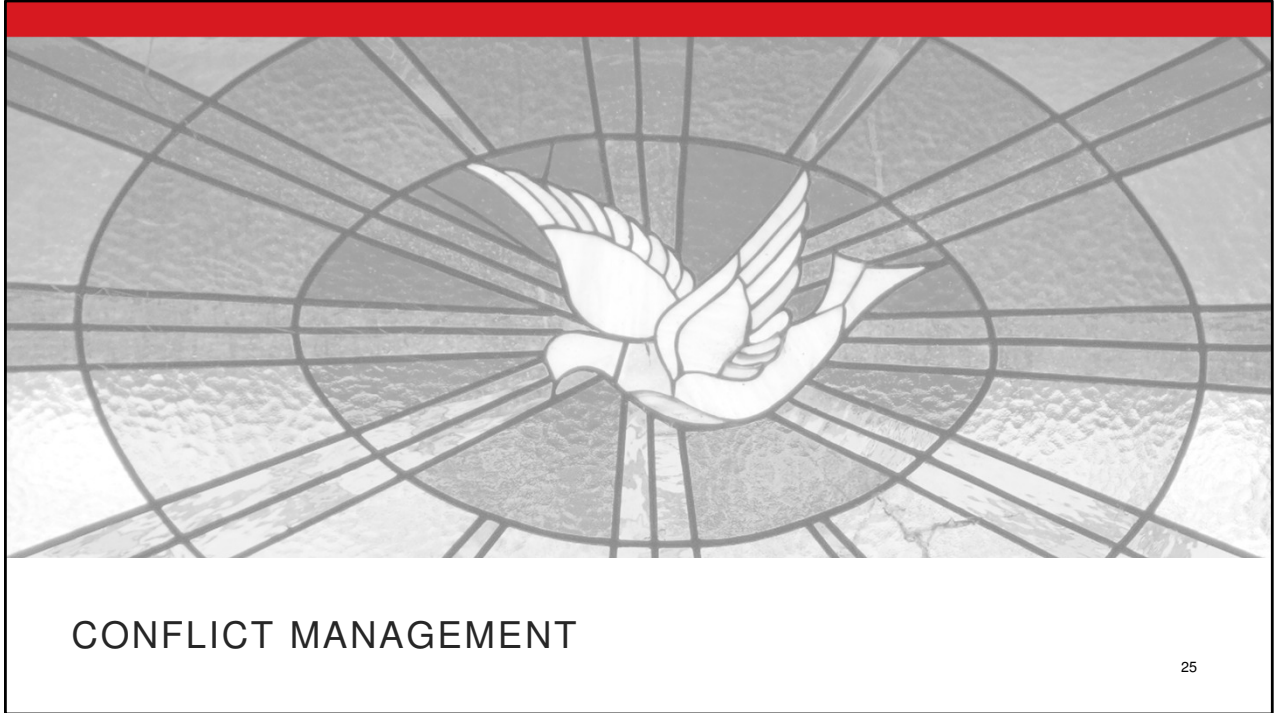
- Anxiety or stress may be due to other personal issues
  - Accommodate parishioners if possible
  - Determine if and how the church can provide assistance
- Walk all volunteers through **Managing Conflict Guide** and Steps
- Understand when help is needed: contact authorities if a parishioner is violent or threatening



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## SACRAMENTS AND RITUALS



KEN SIMPSON AND TODD WILLIAMSON

Notes:



## MODIFICATIONS FOR SACRAMENTS AND RITUALS



**Social distancing guidelines must be enforced at all times.** Pew and floor markings must be placed to reflect proper distancing



**Masks/Face coverings must be worn by everyone, at all times** (unless noted in the procedural Job Aid)



**When close contact is required (Baptism, Communion, etc.) priests are to wear face shields**



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## HELPING PARISHIONERS THROUGH THE CHANGES

- **Many of these changes may be troubling for parishioners – explain that the new procedures are in place to assure the health of clergy and parishioners**
- Greeters and ushers play **a vital role in enforcing social distancing guidelines** from the moment parishioners enter the church to the time that they exit
- **Priests/Deacons must:**
  - Be directive – clearly provide guidance on where to stand and move while maintaining social distancing
  - Explain new processes and procedures (e.g., Receiving the Eucharist)
  - Emphasize an orderly exit from the church
    - Stay in your seats till the usher instructs you get up
    - Follow social distancing markers on the floor
  - Ensure that all disinfecting procedures are completed after the completion of each sacrament or ritual.



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## JOB AIDS FOR SACRAMENTS AND RITES

- **Step-by-step Job Aids** have been created for the following sacraments and rites:
  - Receiving the Eucharist
  - Confession
  - Baptism
  - Funerals
  - Weddings
  - Private Prayer and Devotion (Phase 1A)
  - Adoration (Phase 1A)
- Job Aids must be carefully reviewed – **some portions of some sacraments and rites have been altered or eliminated for the sake of safety**
- **Parishioner Reopening Guide** is available for download by Parishioners

- Guidelines for all Sacraments and Rites reflect the updated guidance by government officials, healthcare professionals, and Church authorities.
- These guidelines are based on current requirements for groups of 10 or less in the church at any time. This is exclusive of all ministers and an usher or greeter
- Parishes should adapt only as necessary, *however, being careful not to violate social distancing, face covering, and disinfecting practices*
- **Parishes or pastors may NOT alter number of allowed worshippers, social distancing, face covering, or disinfecting guidelines contained in the Job Aids**

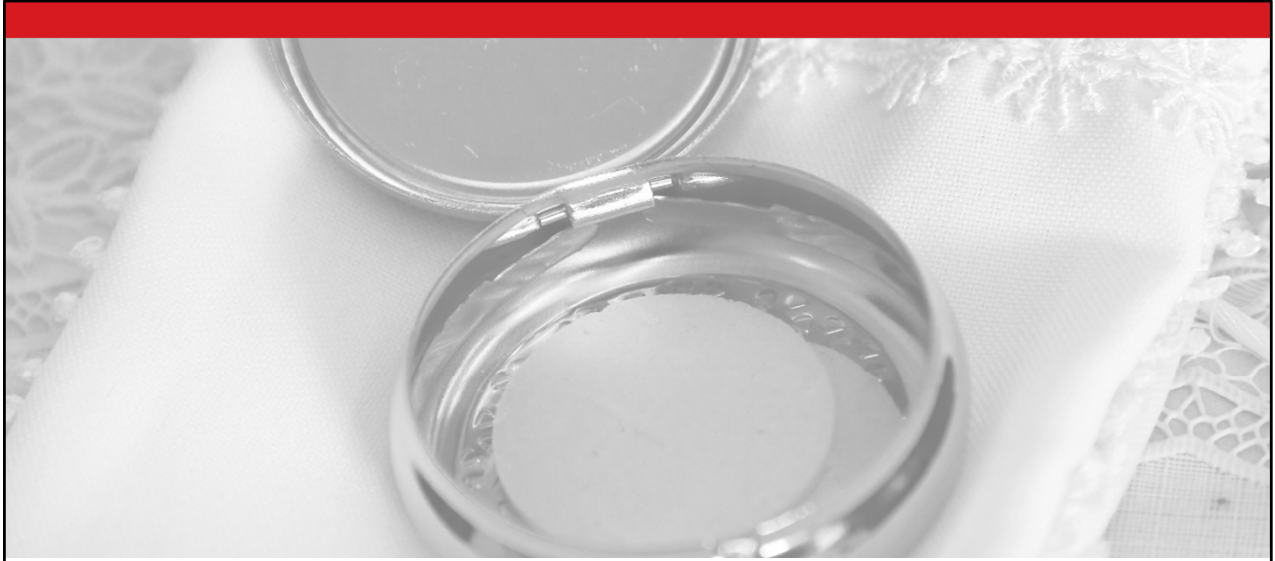


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## SACRAMENTS AND RITUALS

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## SUPPLIES AND RESERVATIONS/SCHEDULING



MICHAEL MACKENZIE

Notes:



## ORDERING SUPPLIES

- **Starter Kits** (Chicago Archdiocese) will be provided that include:
  - Hand Sanitizers
  - Masks for staff (very limited for parishioners)
  - Spray Bottles
  - Face Shields for clergy
  - Posters
- **Pick up kits at designated times and locations:** Email sent already (Chicago Only)
- **Keep 30-60 days** of supplies on hand
- **Reordering** instructions will be in the Starter Kit



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## RESERVATION SYSTEM

- **In Phase 1/1A must manage to 10 people through advance notice**
- **Reservation system is required for Phase 2 ( Mass)**
  - Seating will be limited based on Social Distancing guidelines
  - First Come, First Serve method will cause issues with parishioners and health risks
  - Reservations provide fair and equitable access to all parishioners
  - Reserve a few spaces of capacity to accommodate special needs of parishioners
- Diocesan officials can provide guidance on existing registration systems or parishes may devise their own



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## SUPPLIES AND RESERVATIONS/SCHEDULING

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## CLOSING



MICHAEL MACKENZIE

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## GUIDELINE DOCUMENT ACCESS

- To access all documents and guidelines go to:  
<https://www.archchicago.org/coronavirus/reopening-training>

The screenshot shows the Archdiocese of Chicago website. The header includes the Archdiocese of Chicago logo, a 'DONATE' button, and social media icons. The main navigation bar lists various departments: Administration, Offices and Ministries, Child Protection, News and Events, Parishes, Catholic Schools, Renew My Church, Publications and Media, Vocations, and Catholic Charities. The 'News and Events' section is highlighted. Below this, there is a 'Coronavirus (COVID-19) Update' section with a 'Reopening Training' link. A list of 'CORE REOPENING DOCUMENTS' is displayed, including 'SACRAMENTS - RITES', 'PARISH BUILDING READINESS', 'SUPPLIES', 'VOLUNTEERS', 'CERTIFICATION PROCESS', and 'MANAGING CONFLICT'. To the right, there are links for 'COVID-19 PASTORAL RESOURCES' and 'How to help'. At the bottom left, there are five small icons representing different dioceses. The version number 'Version 2' is displayed at the bottom right.

Notes:



## IN SUMMARY

- You need a plan that follows the guidelines
- You need resources and support – leaders and volunteers
- Refer to the detailed guidelines and supporting documents
- Don't reopen until you are ready



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## QUESTIONS?



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