

Back in His Presence

Reopening Plan – St. Katharine Drexel Parish



Introduction

In concert with the Diocese of Rockford's *Plan for the Return to public Mass and Worship* published May 15, 2020 and supported by documents issued by the Archdiocese of Chicago and the Diocese of Rockford, St. Katharine Drexel Catholic Church (SKD) is pleased to submit the following reopening plan.

Masses

Masses continue with reduced capacity; namely, 30% seating capacity, exclusive of the celebrant and ministers. St. Katharine Drexel Parish will be seating 90 at weekend Masses and 30 at weekday Masses. Masses continue according to the requirements set by the Diocese of Rockford and by the approval of the Bishop. St. Katharine Drexel has been approved by the Diocese of Rockford to begin Masses.

Required Training/Certification

All members of the parish reopening leadership team and volunteer captains have completed the Archdiocese of Chicago webinar and continue to review all documents from the Diocese of Rockford. Those documents can all be found at www.rockforddiocese.org/covid-19/reopen-rockford-training/.

Obligation to Attend Mass

The obligation to attend Sunday Mass and Holy Days will continue to be suspended until further notice. Parishioners should note that while every effort is being made to protect their safety and minimize potential exposure to Covid-19, there still exists a risk of exposure. As far as possible, live stream Masses will continue for the benefit of parishioners who will remain at home.

Persons 65 Years and Older or Immunocompromised

Individuals over age 65, especially with chronic disease(s), or immunocompromised individuals are encouraged to stay home until further notice. Every effort is being made to protect the vulnerable in our parish communities.

Notification of the Faithful and Initial Instruction

SKD will return to the temporary Mass schedule including daily Mass at 7:30am, Holy Day Masses TBD, and weekend Masses at 4:30pm on Saturday, and 7:00am, 9:15am, and 11:30am on Sundays. As noted above, attendance will be limited to only 90 parishioners per Mass, not including presiders, ministers, staff and volunteers. The weekday Masses and 9:15am Mass on Sunday will continue to be live-streamed.

SKD online registration system is being used for Masses by using Sign Up Genius for each individual Mass time. Parishioners are to consider the following before sign-up is permitted.

- ✘ Anyone who is ill, febrile, or has been exposed (directly or indirectly) to Covid-19 may not register.

- ✘ Persons 65 years and older or immunocompromised are encouraged to stay at home for the time being.
- ✘ Attendees will undergo a symptom screening and temperature check on the day of Mass. Anyone with positive findings will be asked to return home, in accordance with CDC (Center for Disease Control). *See Screening Policy.*
- ✘ Policies for screening will be strictly adhered to, and SKD would like to stress that the purpose is not to be punitive, but rather to protect other members of our parish community. We joyfully welcome the faithful back to Mass.
- ✘ Individuals conducting the screenings will be trained virtually and/or in person by our faith community nurse, Mary Stola, RN. All screening information will be kept confidential. However, in the event of a positive exposure, information may be shared with the Kane County Health Department as requested for contact tracing.
- ✘ Trained screeners will check in at least 30 minutes before mass time to start screening and after being screened, the usher will give parishioners scheduled for that specific Mass a seat. Walk in faithful may be asked to wait until all the scheduled faithful are seated and if seating is available they will be invited to take a seat.
- ✘ All attendees, presider/staff/volunteers and Mass attendees will be required to wear a mask at all times. There will be a limited supply of paper/cloth masks available, but individuals are asked to bring their own. *See Mask Policy.*
- ✘ Fr. Bob, or any presider, will be available to greet attendees either before or after Mass if they feel comfortable with this, but will maintain the required 6 feet distance and will keep their mask on. This will be done to protect everyone's exposure.
- ✘ Individuals serving as ushers/greeters, trained by members of the parish staff, will direct parishioners where to sit. You must remain in that seat for the duration of the Mass.
- ✘ Children must be attended by a parent or custodial adult at all times.
- ✘ SKD will follow the minimum 6 foot social distancing policy as set forth by the Center for Disease Control and Illinois Department of Public Health. Social distancing of 6 feet must be maintained and managed with the assistance of parish staff and/or volunteers:
 - When entering and leaving the Church
 - With seating — between non-family members
 - During the Communion procession
 - Seating and traffic flow directions will be clearly marked in the church and parish hall.
 - Pews will be marked with seating locations.
 - Members of a single household who arrive together do not need to practice social distancing and may sit together.
- ✘ Only one person at a time may utilize the bathroom. Six foot spacing will be required for anyone standing outside the bathroom. Children must be accompanied by parent/custodial adult. Handwashing and use of hand sanitizer must be done upon completion of using the bathroom facilities.

Instructions for Mass Reservations

- ✘ SKD will be using Sign Up Genius to provide an equitable process for all who would like the opportunity to attend Mass. This is a system that may be familiar to many of our parishioners.
- ✘ An account is not required and the program can be accessed through the website or a mobile app.
- ✘ Parishioners are asked to sign up for only ONE DAILY MASS and ONE WEEKEND MASS.
- ✘ Parishioners **MUST** sign up each and every family member planning to attend.
- ✘ It is vital that parishioners call the parish office or remove your name from the list if you are not feeling well or know you will not be filling the place you reserved.
- ✘ Parishioners who do not have access to the internet can call the parish office for assistance getting on the list for their desired Mass(es).

Screening Policy

All attendees (volunteers, staff and members) will be required to undergo a screening to rule out the presence of any Covid-19 symptoms, following the guidelines of the CDC. A screening form will be established for each of the Masses and will include screening for the presence of any of the following concerns/unexplained findings:

- Temperature over 100.4 F (forehead/or wrist/noncontact)
- Unexplained cough/sore throat
- Chest pain/tightness
- Difficulty breathing
- Direct or indirect Covid-19 exposure within last 14 days
- Under current quarantine
- Chills, achy, generally not feeling well
- Loss of sense of taste/smell

All individuals in attendance during the Mass will be required to be screened upon arrival at Church before being permitted into the Narthex. This will include staff, volunteers and faithful. A copy of all Screening Forms will be submitted to and maintained by the SKD business manager. In the event the parish is notified of a positive Covid-19 case among attendees or potential exposure, documentation (Screening Forms) will be available to the Kane County Health Department for facilitation of contact tracing. Notification will also be made to the Diocese of Rockford.

All screeners will be trained to use the screening tool and administer a non-contact forehead/wrist temperature. The screener taking a forehead temperature is asked to wear a glove on the hand taking the temperature. In the event of a positive finding or temperature in excess of 100.4 degrees, the faithful will be asked to return home and encouraged to follow up with their primary care provider. No advice or education will be offered by the screener.

All screeners are asked to wipe down the screening table, thermometer, pen and all surrounding surfaces with the approved wipes provided before and when finished screening.

Screeners are asked before they leave, to make sure that the roster sheets are completed and everyone that enters church is screened, documented or written as a no show on the roster. Every blank needs to be filled in.

As stated previously, every attempt possible will be made to provide a safe environment for attendees; however the risk for exposure will always exist. SKD will follow all CDC and IDPH (Illinois Department of Public Health) clinical guidelines in addition to those established in conjunction with the Diocese of Rockford.

Flow of Attendees/Traffic Pattern Policy

Upon arrival at church, the faithful will be required to line up 6 feet apart (spacing will be marked). They will be greeted by a volunteer minister (aka screener/greeter) and required to answer screening questions. See *Screening*.

Reminder: All attendees will be required to wear a mask.

Upon completion of the screening, individuals will be welcomed and invited into the SKD narthex (6 ft. social distancing markers) and will move forward to leave their contributions/church envelope in the locked box and will then be directed to sanitize their hands. Upon completion of the sanitizing process, the individual/families will be escorted individually into the body of the church by the volunteer usher. Individuals/families will be seated from front to back of the church. Blue markers will be placed on the back of pews indicating permissible seating. Seating will also be restricted to every other row. Once seated, attendees may not change seats.

On days when multiple Masses are being offered, the church will be sanitized after each Mass and before seating for the next Mass begins by the parish's staff or cleaning service. Upon completion of the Mass(es), the worship space, narthex, bathrooms, and traffic areas will be cleaned and sanitized by the parish's cleaning service. A cleaning plan will be on record with the parish business manager. (See *Cleaning & Disinfection Plan*)

The faithful will be advised that children will not be allowed to leave the worship space or use the restrooms without parental/custodial supervision.

Upon completion of the Mass, the faithful will be exited from back to front and instructed to exit through the Narthex as directed by the usher.

Cleaning & Disinfection Plan

St. Katharine Drexel employs an outside cleaning service (Buck Services) who is subcontracted to provide all cleaning and disinfecting services. A cleaning plan has been developed and provided to SKD. In addition to routine cleaning and disinfecting services, additional cleaning and disinfecting will be provided after all Masses – daily after 7:30am Mass and on weekends following 4:30pm Mass on Saturday and after the 7:00am, 9:15am and the 10:30am Masses on Sunday. A separate wedge section of seating will be used at each of the Sunday Masses to prevent cross contamination between Masses. All disinfecting agents used will be in accordance with the CDC *List N: Products with Emerging Viral Pathogens and Human Coronavirus claims for use against SARS-CoV-2* – Date Accessed: 5/19/2020 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Mask Policy

The faithful present at Mass, in addition to staff, volunteers and ministers **must** wear paper/cloth masks at all times. The priest/presider must wear a mask during the liturgy as well. He may take it off when proclaiming the Gospel and during the homily – but must keep a 6 foot distance away from all persons. Music Ministers will not be required to wear a mask while singing during Mass, but will practice a 10-15 foot social distancing minimum.

General Mass Directives

Taken from “In His Presence” found on the Diocese of Rockford website

- ✘ Sacristans/presiders will wash their hands thoroughly with soap and water, in addition to wearing masks and gloves as they prepare vessels before Mass. Empty vessels will be washed thoroughly with soap and water before and after each liturgy.
- ✘ Servers will not be utilized for Masses at this time.
- ✘ All vessels containing bread and wine are to remain covered until placed on the altar. A separate chalice and paten will be utilized for every priest/deacon on the altar.
- ✘ There will not be a procession of the offertory gifts of bread and wine. They will be brought to the altar from a credence table in the sanctuary.
- ✘ The invitation to the **Sign of Peace** will be from your heart and no physical contact sign of peace will be offered. There will be no holding of hands at the **Our Father**.
- ✘ The priest celebrant will prepare his own chalice and perform the lavabo washing by himself without the assistance of another minister.
- ✘ If Hosts for the communion of the faithful are to be consecrated, they will be placed on a second corporal towards the side of the altar. This will allow the priest to proffer the words of consecration directly over the Host he will consume, with the other Hosts on the altar but not directly in front of the priest as he speaks the Eucharistic prayer.
- ✘ For the elevation of the sacred species at “Through him, and with him, and in him,” if a deacon is present, he may stand alongside the priest and elevate the chalice. Since this action is brief, he need not remain 6 feet from the priest while doing so.
- ✘ Priests will remind the faithful that they are not required to receive Communion. They may make a spiritual Communion.
- ✘ Only priests and deacons will distribute Holy Communion. Holy Communion must be distributed. It will not be placed on a paten or in a ciborium for the faithful to take it themselves.
- ✘ The reception of Holy Communion will take place in the hand, if on the tongue is requested, this is handled individually after mass with permission from the priest and will use the required guidelines provided by the diocese. Tongs or other tools will not be used for the distribution of Communion.
- ✘ The Precious Blood will not be offered until further notice.
- ✘ In the Communion line, people will come up in single file line, maintaining a distance of six feet from the person in front of them. Tape will be placed on the floor to demonstrate where to stand in line. Only one Communion line will be utilized.

- ✘ If inadvertent contact is made while distributing Communion, the priest or deacon will stop, sanitize his hands again, and continue with the distribution of Holy Communion. A small table with the items for sanitizing will be available nearby the Communion station.
- ✘ Baskets will not be passed for the collection. They will be located in the narthex at the sanitation table.
- ✘ Offertory money will be placed in a tamper-evident bag, logged, and kept in the safe for at least three days before being counted. Counters will wear masks and gloves when counting, and properly sanitize their hands before and after the counting.
- ✘ No social gatherings will take place before or after Mass, e.g., coffee and donuts, Children's liturgy of the word, etc.
- ✘ Holy water will be removed from the holy water fonts. There will be no sprinkling rite at the beginning of Mass.
- ✘ Simple liturgical vestments will be used which can be regularly laundered, especially after weekend liturgies.
- ✘ Due to the airborne spread of the virus, there will be only one cantor at Masses with music. Choirs are not permitted. There may also be an accompanist. The selection of well-known hymns will aid the faithful in participating without the use of hymnals, etc.
- ✘ There will be no hymnals, missals, Bibles, prayer cards, etc., in the pews.
- ✘ Paper bulletins will not be distributed. Gathering area tables or any items which encourage congregating in usual narthex type areas will be put into storage.
- ✘ The congregation will be dismissed by rows to avoid crowding at exits. Dismissal will occur from back to front of church to minimize exposure.
- ✘ Attendees will be encouraged to maintain social distancing at all times and not to congregate after the completion of Mass. Every effort will be made to encourage attendees to leave the church campus as soon as possible. This will be done, but at the same time, recognizing the great joy that the faithful will be experiencing upon being together again. A gentle balance between welcoming and promoting personal safety will be a priority at all times.
- ✘ All staff and volunteers will be educated on the plan and their respective roles. We will set the tone by being positive and welcoming. At the same time staff and volunteers will be educated that their role might be to be firm in asking someone to return at another time to attend another liturgy because the current liturgy is at capacity.
- ✘ All staff and volunteers should know the appropriate procedures. Father Bob will be available at all times to answer questions and assist with difficult conversations.

Distribution of Holy Communion & Social Distancing

- ✘ At the start of Mass, or at a suitable point during Mass, the priest will explain that, for those who desire to receive Holy Communion, they may do so at the appropriate moment, but that those who wish to remain in their places may also do so. He will add that the faithful should maintain a 6-foot distance from each other as they come forward for Holy Communion. Floor markings will be taped at 6-foot intervals.
- ✘ Once in front of Father, the faithful should remove any face coverings before coming forward for Holy Communion.

- ✘ Holy Communion will not be distributed with gloves, nor may it be received in the hand if a member of the faithful is wearing gloves. Hand hygiene is effective against the virus. In these circumstances, gloves are not needed.
- ✘ The priest will perform hand hygiene (e.g., with hand sanitizer) immediately before distributing Holy Communion and at any time during Communion in the event of a skin to skin contact between the presider and the communicant.

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