

Church of St. Mary at Clinton Heights

Reopening Plan

Reopening Coordinating Committee, rev. 06/04/20



Purpose

The purpose of this document is to address and provide response to the **Updates & Reminders during COVID-19 Pandemic** memo dated May 14, 2020. The objective is to define and document a process by which the Church of St. Mary at Clinton Heights (CSM) can re-open in a conservative manner, while adhering to all applicable Federal, State, and Diocesan guidelines and recommendations.

Scope and References

The artifacts that this document directly address include, but are not limited to:

- The aforementioned **Updates & Reminders during COVID-19 Pandemic** memo dated May 14, 2020 and associated **ADDENDUM C**.
- The **Guidelines on Sacraments and Pastoral Care, Part III – Phased Restoration of Public Masses** document dated May 7, 2020.
- This document does not address each and every checklist item in every document, as several of these artifacts contain the same information. It focuses primarily on a conservative approach to celebrating weekly mass with a modest number of parishoners to start, and as processes are fine-tuned, increasing the number of attendees while continuing to maintain appropriate protocols.
- This document is intended to reflect the most current guidance from health authorities and the Roman Catholic Diocese of Albany. As this guidance changes, this document may be updated accordingly.
- This document does not specifically address celebration of other sacraments like Confession, Anointing of the Sick, Funerals/Weddings/Baptisms. We will continue to review these sacraments and follow the guidelines that the Roman Catholic Diocese of Albany establishes.
- We will concurrently evaluate restarting attendance at daily mass following DOH & Diocese guidance.

Personnel

CSM has stabled a **Reopening Coordinating Committee** made up of the following members:

- Fr. Tom Konopka – Pastor, CSM (*Designated Pandemic Safety Officer*)
- Dave Hans – Program Manager, Technology Company
- Sonia Haney – Physician Assistant
- Linda Knerr – Nurse- RN
- Ben Patten – Parish Secretary, CSM
- Maureen Billa – Pastoral Associate, Evangelization & Catechesis, CSM
- Christopher Desany – Vice President, Transit System
- Kate Dorgan – School Administrator
- Peter Arnos – Facilities Manager, CSM

General Requirements

- As described, a Reopening Coordinating Committee and Designated Pandemic Safety Officer have been identified. If there are any specific questions regarding the plan or the process, the Designated Safety Officer can be contacted via email at FrTom@stmaryny.org or via phone at (518) 449-2232 x19.
- Maintaining the cleanliness and sanitation of the facility will be coordinated between the Pastoral Associate for Evangelization & Catechesis, the Facilities Manager, and a member of the hospitality committee. Anyone identified with cleaning/disinfecting responsibilities shall adhere to the definition of “able bodied volunteers” as defined in *Guidelines for the Gradual Reintroduction of Public Liturgies and Worship, Initial Stage- Addendum A*.
- Training plan is addressed below.
- Documentation will be maintained on the regular cleaning/disinfecting process after masses. Date, task and person involved will be documented.

Preventative Measures

- In general, those who are at higher risk from COVID-19 will be encouraged to stay home.
- CSM has been providing online access to services since March 15, 2020 and will continue to do so, permanently.
- Appropriate cleaning of high-use areas will be done before and after each liturgy. This includes pews, restrooms, door handles, and other areas of common contact.
- The cleaning/sanitation checklist/log is provided in the appendix.
- Sanitizers, tissues, and no touch trash bins will be provided.
- Entrance doors are to be propped or held open before Mass, and exit doors are to be propped or held open at the end of Mass to prevent people from touching door handles, knobs or push plates. Additionally, doors will remain open as weather permits.
- Mass attendees shall enter the church only at the front doors. Hospitality ministers will be responsible for checking people in, by taking name and contact information (for tracing purposes), and completing the visual and written screen (provided in the appendix) Additionally, all hospitality/ushers & clergy need to be included.
- Hospitality ministers (or other assigned and trained volunteers/staff) will explain how seats are assigned, and which seats are available. They will be referencing the list of approved parishioners established during the registration process.
- Offering/collection baskets (or any other materials) are not to be passed from one family to another, nor shall ushers take up the collection from the assembly. Stationary baskets may be used for donations and are to be monitored by the hospitality ministers until the donations are collected and handled according to the proper protocols in place. It is recommended (and will be encouraged) that the faithful make use of electronic giving to minimize the risks associated with the handling of envelopes and cash.
- A hospitality minister will be stationed at the doorway to the Parish Hall Building. This will ensure limited and documented access to the restrooms.
- If someone gets ill during mass, the aforementioned hospitality minister will direct the individual outside or to the Fr. Gingras meeting room. A contact person and/or emergency services will be notified. Hospitality ministers shall be trained in this procedure, and local emergency numbers will be posted in the room.
- Mass attendees will exit only at the side doors adjacent to the altar using the following procedure:
- No congregating in any area of the church, outside grounds or parking lot will be permitted before or after mass. We will position hospitality ministers outside church to guide parishioners as they arrive and depart mass.
- In some cases, an incidental, momentary interaction between low-risk individuals (wearing PPE) can present an acceptable risk (p.3)

Training (Hospitality minister, ushers, staff)

- Volunteers from the parish are being canvassed about assisting with needed roles. Additionally, parishioners will be surveyed weekly about their availability for post-mass cleansing efforts.
- All ushers/staff/attendees shall be required to wear masks. A limited amount of additional masks will be made available for pre-registered attendees.

Signage/Communication Plan

- Communications will be frequent, through as many channels as possible, and messaging may change as conditions change. All attempts will be made to stay consistent and avoid confusion. The first details of the reopening plan were posted on Facebook and CSM Website on May 29.
- We will continue to incorporate messages during homily, after mass, and in the bulletin. Signage explaining expectations (masks, distancing, etc.) will be placed at appropriate locations throughout the facility (entrances, bathrooms, etc.). Hospitality ministers can refer to these signs to make their jobs easier.

Additional Requirements

- The goal is to begin having mass with attendees when given clearance by the Diocese.
- The attendees shall be identified as follows:
 - Starting Tuesday morning and ending at Thursday at midnight, the week preceding the mass, requests for attendance will be accepted via a Google Form Survey that will be posted on the parish website and social media accounts. Those who are not comfortable using the form can call the parish office to make the same request. In the request shall be the requestor's name, phone number, time of the mass, and the names of additional attendees (same household only), general health status and if they are currently in quarantine.-- confirm data needed, & willingness to volunteer for a hospitality team.
 - Participants will be randomly selected from this list and notified by 5pm on Friday along with a summary of procedures and expectations for attending. All respondents will receive an email to confirm their attendance status.
 - Staff shall track attendee names throughout the process the phases to make reasonable efforts to ensure equity and availability to as many people as practicable.
- Social distancing maintained at 6' intervals at marked locations in pews, starting at points closest to the altar.
- 6' intervals shall be marked near the entrance of the church, and in aisles.
- Based on scientific research and the opinion of the National Association of Teachers of Singing (NATS), the American Choral Directors Association (ACDA), Chorus America, the Barbershop Harmony Society, and the Performing Arts Medical Association (PAMA) congregational singing by the assembly is suspended until further notice. In particular, choirs should not rehearse or sing until further notice.
- Holy water fonts will be emptied and not available until further notice. Hymn books, missalettes, and other resources will be removed from pews and not be distributed.
- In general, the guidelines for the procedure on the altar will be maintained during this phase (no processional/recessional to/from front/back of church, no handling of vessels by anyone other than priest, a single cantor/lector, no altar servers, etc.).
- Part III.A.3 of the **Guidelines on Sacraments and Pastoral Care Version 1.2** document dated May 7, 2020 (**Specific Provisions for the Parts of the Mass**) provisions shall be observed (and not repeated here) unless otherwise noted.
- For communion, CSM will be electing to implement **Option 2** (recommended option – mass followed by the distribution of Holy Communion, with special precautions). This will only be used during the reopening of church and the parish will work toward having communion at the normal time as we move ahead .
- Lector/cantor shall explain communion procedure at the start of mass, and again will be briefly explained by priest or deacon.

- Communion will be given in the hand as the norm, If someone insists on receiving on the tongue they must wait until the end of the communion line Low Gluten hosts will be available in a closed vessel
- Communion under the form of the Precious Blood is suspended
- Participants shall exit via the side doors adjacent to the altar, while maintaining all protocols until they are in their vehicles. Again, no congregating in any area of the church, outside grounds or parking lot will be permitted before or after mass.

Church of St. Mary at Clinton Heights
 Appendix - COVID Health Survey
 Reopening Coordinating Committee, rev. 06/4/20



HEALTH SELF-ASSESSMENT
COVID-19 Self-Checklist
Church of St Mary at Clinton Heights

Please review this COVID-19 self-checklist prior to coming to the Parish facilities (Parish Offices, Church, etc.). Be prepared to answer these questions when you arrive as you will be asked by a parish representative to certify your good health.

Circle your answers below. If you reply YES to any of the questions, please STAY HOME. You will need to contact your healthcare provider for assessment and testing.

Additionally, if you are symptomatic upon arrival at St. Mary’s or become sick with COVID-19 symptoms while at St. Mary’s, you should return home immediately and complete at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

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| Do you have a fever (temperature over 100.3 F) without having taken any fever reducing medication? | YES | NO |
| Loss of Smell or Taste? | YES | NO |
| Muscle Aches? | YES | NO |
| Sore Throat? | YES | NO |
| Cough? | YES | NO |
| Shortness of Breath? | YES | NO |
| Chills? | YES | NO |
| Have you experienced any gastrointestinal symptoms such as Nausea/vomiting, diarrhea, loss of appetite? | YES | NO |
| Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19? | YES | NO |
| Have you been asked to self-isolate or quarantine by a medical professional or a local public health official? | YES | NO |

Name: _____

Date: _____