

GOVERNOR BAKER'S
REPORT AND WHAT
IT MEANS FOR US:
PREPARATION FOR
GOING FORWARD

MAY 19, 2020



PARISH
OFFICE
OPERATIONS

EFFECTIVE MAY 25

- Workers must continue to telework if feasible
- Workers must stay home if feeling ill
- Vulnerable individuals are encouraged to stay home
- Physical distancing of a minimum of six feet
- Masks will be worn by all staff and volunteers
- Enhanced, frequent cleaning protocols should be maintained
- Limit visitors where feasible
- Common areas should be closed off
- Non-essential travel is prohibited
- No camps, field trips, youth group or service trips
- No sporting events

PARISH OFFICE REQUIREMENTS

- Parish office occupancy is limited to 25% of certified occupancy
- Parish office must display signage:
 - Attesting that they have a COVID-19 plan
 - Describing practices for social distancing, hygiene, cleaning
- Parishes must have a designated isolation area for anyone who exhibits symptoms while on parish premises, to be utilized while the individual is awaiting transport home
- Any staff or volunteer who experience symptoms, or reports being exposed to a COVID-19 positive person, must complete the Parish COVID-19 Contact Notification and Tracing Form

PARISH OFFICE REQUIREMENTS

- The parish should assess and modify the office environment in order to ensure proper social distancing for those on site, including marked traffic flow paths to limit exposure
- Consideration should be given to staggered or alternating work days or hours, re-assigned desks or workstation locations
- Signs are to be posted on the exterior and interior advising people of the mask and distancing requirements, as well as any new or “one way” entry/exit and traffic flow requirements
- If a staff member or volunteer experiences symptoms or tests positive, their work area and any common areas must be cleaned and disinfected prior to occupancy

PARISH PREPARATIONS

Prior to Opening

- Contact your DPH for local, town-specific advisories and complete checklist and self-certification process for DPH
- Determine what is needed to create adequate protection and distance for parish staff, including receptionists:
 - Consider staggering schedules
 - Reconfigure desk layouts if feasible
 - Create one-way traffic paths
- Identify staff/volunteers who are not in vulnerable category
- Train staff and volunteers:
 - Daily cleaning of personal workspace (keyboards, phones, etc.)
 - Distancing in the parish offices / buildings
 - Online reservation system
 - Cleaning of church and restrooms between Masses
- Secure adequate supplies of cleaning material and hand sanitizer
- Communicate protocols and schedules to staff, volunteers, and parishioners
- If parish has been vacant for 7 days or more, a cleaning is all that is necessary

PARISH PREPARATIONS

Communications

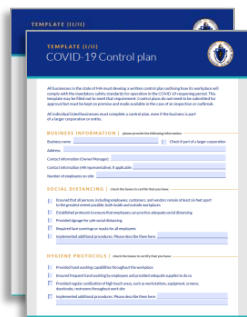
- Communicate to workforce: date, workplace schedules and protocols, requirements if they are exposed/infected/ill prior to re-opening
- Communicate to volunteers: date, workplace and event schedules, protocols, need for their own masks (if not available from parish), cleaning standards, new/renewed CORI screening and PGC training
- Communicate to vendors: date, scheduling, required protocols and scheduling to enable continued distancing, etc.
- Communicate to parishioners: restrictions on worship services, permitted services and protocols, reservation methods, need for continuing support, electronic giving program, etc.
- Communicate to the Pastoral Center: date, payroll and benefit changes or support needs, development planning, IT remote work applications/ tech support need, etc.



REOPENING: PHASE 1 – START

Mandatory self-certification for businesses

In order to reopen, businesses **must** develop a written COVID-19 Control Plan outlining how its workplace will prevent the spread of COVID-19. Required Materials are located on mass.gov/reopening, and include:



COVID-19 control plan template

Businesses may complete a template, available on the mass.gov/reopening, to fulfill this requirement. This plan **does not need to be submitted** to a state agency for approval, but must be retained on the premises of the business and be provided in the event of an inspection.



Compliance attestation poster

Businesses are required to sign a poster, attesting that they have completed a COVID-19 control plan, and post it in an area within the business premises that is visible to employees and visitors.



Employer



Worker

Other posters

Businesses are required to post signs and posters describing the rules for maintaining social distancing, hygiene protocols, cleaning, and disinfecting.

Note: All reopening businesses must meet these requirements before reopening. Businesses that are designated as essential may remain open but are required to complete these steps by May 25, 2020.

ADDITIONAL
INFORMATION
BEING DEVELOPED

- Parish preparation checklist
- Sample signage
- Guidance for Cleaning Between Masses
- Guidance for Contact Tracing and a Contact Tracing Form
- Revised offertory internal control guidance

QUESTIONS