

HOLY FAMILY PARISH COVID-19 MEETING PROTOCOLS – 09/2020

Ministries, groups and organizations that wish to meet in person must submit their responses beforehand that address the needs outlined below. Once submitted, the action plan must pass review of the Holy Family Parish Safety Team. Upon approval, the ministry, group, organization will be permitted to reserve space and meet beginning October 1, 2020.

Needs to address in Holy Family Parish COVID-19 Ministry Action Plans

- 1) Please respond to each of these points with relevant information and or acceptance. Who is the primary leader/representative of your group, ministry or organization? When and where do you prefer to meet and how frequently?
- 2) Who will sanitize all common areas (chairs, tables, door handles, light switches, podiums, etc.) after meetings? Sanitizer bottles and materials are available at each church at the narthex visitor welcome table and should be returned to that location. Training in sanitizing may need to be provided so those sanitizing should be available to do so prior to the meeting/ministry.
- 3) Who will keep attendance record that includes names and phone numbers or e-mail addresses of all attendees? Additionally, include name/date/time/place of event.
- 4) How will you check/ask if someone feels ill or is experiencing COVID-19 symptoms, and inform that they must stay home?
- 5) Who will take temperature checks of all attendees at indoor functions? Scanners are in each church.
- 6) Who will submit attendance sheet to Karen Deemer (bulletin@holypfamilypgh.org)?
NOTE: we will do this for the first 2-3 meetings only, afterwards asking for defined ministry members and their contact information to maintain attendance records themselves in case an alert is required.
- 7) How will you maintain social distance in seating and in both arriving and leaving? If movement is necessary during the meeting, explain your group's plan for social distancing plus traffic flow of people.
- 8) Designate a "mask monitor" to ensure that all properly wear masks (cover nose and mouth). Anyone not doing so should be asked to leave. Face shields are an acceptable alternative to a mask if they cover nose to chin and sides of face. Masks & shield must be kept on and worn properly during the entire meeting.

- 9) Who are the presenters? Presenters speaking are not required to wear masks when presenting. However, presenters must be 10-20 feet from the first row of participants and other presenters.
- 10) If food & drink are necessary, present a plan and get approval beforehand from the Safety Team via Rich Myler.
- 11) Individual materials should be produced for each attendee. Consider offering a Zoom or other virtual option for those unable to attend in person.
- 12) Will your group abide by the Holy Family Parish COVID-19 Action Plan and any updates it may have?