** Diocese of Syracuse**

**Requirements for the Resumption of Public Worship**

**Parish Pandemic Form**

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|  | **Requirement** | **Yes** | **No** | **Explanation** |
| 1. | Read the instructions on how to ensure proper sanitization of facility prior to each public Mass, including between each Mass to be held on the same day. |  |  |  |
| 2. | Verified the parish has on hand adequate sanitizers and other cleaning products to ensure the parish can execute its established sanitization plan as well as having sufficient supplies to provide for the prescribed hand sanitization for minsters and the faithful. |  |  |  |
| 3. | Established plans to ensure control of foot traffic and congregants so as to adhere to 6 feet of physical distancing between households, particularly during the following times:  ● Entry  ● Distribution of Communion  ● Dismissal  This includes as part of the plan adequate guidance and training for ushers and others who will provide direction to the faithful as to the processes |  |  |  |
| 4. | Developed a protocol to monitor attendance to ensure adherence to maximum number of allowed to gather as provided by local agencies and health officials. |  |  |  |
| 5. | If a parishioner or employee tests positive for COVID-19, the pastor/administrator/employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as other parishioners, co-workers, etc. who had close contact with the individual, while maintaining the confidentiality required by state and federal law and regulations. |  |  |  |
| 6. | Prepared the worship space to clearly provide indicators for proper social distancing to include the pews for seating, aisles for entry, distribution of Communion and dismissal and accessing of restroom facilities (1 person at a time) and other gathering spaces. |  |  |  |
| 7. | Prepared the worship space by removing all hymnals, missalettes and other items that would be a source of high touch exposure by congregants. |  |  |  |
| 8. | Have implemented adequate signage regarding physical distancing, required use of personal protective equipment upon entering and hand washing. |  |  |  |
| 9. | Verified sufficient number of clergy and/or Eucharistic minsters, who are not precluded due to health or others reason, are available to ensure the distribution of Holy Communion. |  |  |  |
| 10. | Have developed and will have in place procedures to ensure distribution of Holy Communion in compliance with the Diocesan protocols on sufficient sanitization. |  |  |  |
| 11. | Verification that the parish will not be taking up the collection by the passing of baskets. Rather baskets should be securely placed at the back of the church for dropping off of donation at the beginning or conclusion of mass. |  |  |  |
| 12. | Verification that the parish will not be distributing any bulletins or other materials at the conclusion of mass. |  |  |  |
| 13. | Discussed general readiness with parish staff and volunteers and ensured those involved in implementation, monitoring and adherence of protocols understand their respective roles. |  |  |  |
| 14. | The following guidance is acknowledged and will be adhered to accordingly:   * The clergy will not greet the faithful * There will be no offertory procession * There will be no choir (singing is permitted with cantor) * There will be no physical sign of peace * The Holy Water fonts will be empty |  |  |  |
| 15. | Assessed whether the capacity restrictions and physical distancing requirements can be  Sufficiently and reasonably managed in this particular community. |  |  |  |
| 16. | Communicated the reopening schedule and procedures to parishioners. |  |  |  |

*Both the Diocese of Syracuse and each parish have a responsibility to provide a safe worship space for the faithful by adhering to all Federal, State and local governmental and public health guidance aimed at limiting the spread of the COVID-19 virus. If a pastor determines that his parish is unable to satisfy the above requirements, he should contact the Bishop’s Office.*

Proposed Mass Times: Weekday

Sunday

Pastor/Administrator:

Parish:

City:

Contact information: