



COVID-19 Reopening Plan

Introduction

For the past two weeks, committee members and leadership have convened to discuss what our new routine at Saint Agnes will look like under the new “Healthy at Work” directives put forth by our state leadership. Within this detailed plan, we are laying out the groundwork for how we will proceed forward with our in-person liturgies. Know that we are making every effort to make sure these processes are done with the safety of our community in mind. Additionally, these steps require the compassion of our community to make sure we are taking care of one another in our actions by staying at home when needed and keeping the safety of the other parishioners in mind if attending in person.

Note: This is a fluid process with procedures subject to change. Please bear with us through this transition as we work to make this process safe for all attending.

Liturgies

Before going into the details of what in-person liturgies will look like, we first want to communicate that we will be continuing to stream our liturgy each weekend. In his May 11th letter to the faithful, Archbishop Kurtz issued a dispensation lifting the Sunday obligation until further notice. The dispensation applies to anyone that is high risk or feels vulnerable for any other reason. **Again, it is essential to note that the dispensation applies to anyone at risk or does not feel comfortable returning in-person at this time.** Our online streamed option is heavily encouraged for individuals who fall into the following high-risk categories or live with someone in the following high-risk groups ([per the CDC](#)):

- Individuals age 65 and older
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)

- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Additionally, should you decide to attend in-person liturgies at Saint Agnes, it is imperative you also make sure you are well enough to attend. **If you are displaying any signs or symptoms of illness, you should stay home as a precaution.** As a precaution, all persons choosing to attend liturgy in-person will be required to have their temperature screened before entering. All parishioners must arrive wearing a mask/facial covering. **If you need a cloth mask, please contact the Parish Office as we are working to organize parishioners who can make these.** Once again, we want to reiterate that if you find yourself in a high-risk category, or if you are displaying any symptoms of illness, you should stay home and participate in the Saint Agnes liturgy virtually.

Per the recommendation of the Saint Agnes Worship Committee, the following guidelines for in-person liturgy are being put in place (and are subject to change):

Moving forward, for the time being, all Saint Agnes liturgies will have a maximum occupancy of 100 parishioners, not including ministers and staff. This will be determined for weekend liturgies through a sign-up process through SignUpGenius. Individuals can sign-up on their own or can call the parish office to sign-up. Make sure you are signing up for the exact number of individuals coming with you. Sign-ups for a particular liturgy will close if either a) we reach the maximum amount of those signed up or b) once we reach 4:00 p.m. on the Friday prior that weekend's liturgies, whichever comes first. The occupancy is subject to change the further we get into the process.

Beginning Monday, June 1, 2020, daily liturgies have moved back to 7:00 a.m. – 5/30/2020

Our new weekend schedule, beginning May 23, 2020, will be Saturdays at 5:00 p.m. and Sundays at 10:00 a.m. The Sunday 10:00 a.m. liturgy will continue to be our virtual streamed liturgy option.

- **Before You Leave Home**

- **For weekend liturgies:** all individuals choosing to attend in person need to sign-up ahead of time. The SignUpGenius for the upcoming weekend will be distributed in the Monday community newsletter sent via e-mail. You can also contact our secretary, Maggie Muncy, to sign-up. Weekday liturgies usually are under this threshold, so there is no need to sign-up.
- All individuals choosing to attend any in-person liturgy at Saint Agnes need to be of good health and not displaying any signs of illness, therefore putting other parishioners at risk. To help minimize the risk of spreading illness, each family member will need wear a mask upon arrival.

- Before leaving your home, each person should make sure to thoroughly wash their hands for at least 20 seconds with soap and water.
- **Arriving at Saint Agnes and Entering the Church**
 - Masks should be put on in your vehicle. We recognize that individuals may accidentally forget to bring their mask. Because of this, we will have a stock of disposable masks on-site in case of an emergency. **However, as these are in high demand and come at a cost, we ask you to make every effort to bring your own mask.** Individuals who need a mask will receive one in the vestibule of the church.
 - All attendees need to enter through the front doors via the stairs or ramp. This procedure helps us in the screening process. You will enter through the left set of double-doors, opened by a Minister of Hospitality, to check-in and go through the temperature screening process. Because this screening process will take time, **it is crucial that families make every effort to arrive with time before the liturgy begins. Arriving late will cause issues in the screening process.** In the case of bad weather, make sure to bring an umbrella or rain jacket in case you have to wait outside for any amount of time.
 - All attendees will have their temperature taken by a Minister of Hospitality with a non-touch thermometer. The CDC guideline of a temperature registering at 100.4 will be used for the screening process. **If an individual is found to be running a fever, they will be asked to go back home for the safety of all.**
 - Before leaving the vestibule area, all parishioners must sanitize their hand from one of our several hand sanitizer stations.
 - Individuals are fine to bless themselves with holy water from the baptismal font. This water is regularly treated with chlorine. Please make every effort not to touch the marble rail outside of the font.
 - Attendees will be given a worship aide to use for the liturgy. Worship aides will still be sent out digitally if you would prefer to use a mobile device to participate instead. All hymnals have been collected and are stored for use at a later time.
 - A minister of hospitality will guide you to a pew for your family unit for now. Only designated pews marked with blue tape will be allowed to be used. **Only family units that live together will be able to sit close together.** Please remember that all seating needs to be socially distanced by 6 feet in all directions.
- The Liturgy

- We are reducing the amount of singing by the congregation to minimize the risk of infection. If you do not feel comfortable singing, that is also perfectly fine. You are still encouraged to participate in the liturgy through responses and prayer.
- We will not be scheduling cross-bearers or gift bearers for the foreseeable future. These tasks will be taken care of by other liturgical ministers.
- The procession will only be the altar server and priests, all wearing masks.
- To help maintain proper distancing and minimize contamination, only the Lector will read from the Ambo. The Cantor will only use the Cantor stand. The gospel proclamation and homily will take place at the altar.
- Baskets will be placed in the back of the church for parishioners to place their offering.
- The Sign of Peace may only be expressed with gestures that do not initiate physical contact.
- Communion
 - Fr. Nelson and Fr. Febin will be the only ones distributing Communion while wearing masks at weekday and weekend liturgies moving forward. All individuals will remain in the pews, and the priests will come to you.
 - The receiving of the precious blood is still suspended for the foreseeable future.
 - All parishioners choosing to receive Communion will only be allowed to receive in the hands. You need to elevate your hands flat, so the priest may carefully place the host there. **Receiving on the tongue will not be allowed during this time.** Individuals who are not comfortable receiving Communion during this time are also encouraged to pray an Act of Spiritual Communion.
- Dismissal
 - In order to remain adequately distanced for the safety of everyone, dismissal will take place, starting with the rear of the church and ending with the front. Please exit out of the closest side of the pew you are on. Additionally, please wait until the pew before you have dismissed before your family leaves.
 - There is to be no congregating within the church after the liturgy has ended.
 - Once again, Ministers of Hospitality will be present to open doors for everyone to minimize contamination. Those leaving need to continue exiting with no congregating on the patio to prevent a back-up into the church
 - **After each liturgy, the church will be thoroughly disinfected by our maintenance staff for the safety of all parishioners.**

Minister Directives

- The following scheduled ministers will be needed for each weekend liturgy:
 - Ministers of Hospitality – 6
 - Sacristan – 1
 - Lector – 1
 - Altar Server – 1
 - Musician – 1
 - Cantor - 1
- Ministers of Hospitality
 - **Because of the high need of Ministers of Hospitality, we will need additional people to help with this ministry. If you plan on attending in-person, are passionate about these liturgies continuing, and would like to be trained to help, please contact Jo Lawless at jo.lawless2@yahoo.com.**
 - Where needed, Ministers of Hospitality will be given additional Personal Protect Equipment (PPE) for certain tasks.
 - Ministers of Hospitality will be responsible for opening doors, checking parishioners in, taking temperatures, guiding parishioners to sanitize their hands, handing out worship aids, and guiding parishioners to and from pews.
- Sacristans
 - Sacristans will still need to arrive early to prepare for the liturgy
 - The Sacristan needs to be careful always to be mindful of hand hygiene when handling materials. They should wash their hands before handling any vessels that will be used for the liturgy, and when prepping the hosts.
 - The Sacristan will make sure to sanitize frequently touched surfaces in the Sacristy as they prepare for the liturgy.
 - It will now be the job of the Sacristan to be the gift bearer as well. The Sacristan should use the hand sanitizer in the Sanctuary before going down to get the gifts from the gift table (located in front of the horseshoe). The Sacristan will bring these up after the altar server finishes setting the altar.
 - The Sacristan will need to make sure all used vessels are washed with warm water and soap thoroughly after use.
 - Other specific details for their tasks will be communicated separately.
- Lector
 - Lectors will wear masks at all times, except when proclaiming the word
 - The Lector will need to retrieve the lectionary from the sacristy and place the lectionary on the ambo.

- Lectors will not process in. Father will not be using the Book of Gospels (the gold book). Lectors will sit among the congregation.
- We will only use one lector per liturgy. For weekend liturgies, one reader will proclaim both readings from the ambo. The Lector will be the only person to use the ambo during the liturgy.
- When approaching the ambo for the first reading, please remove your mask to proclaim. Proclaim the reading, and replace your mask following the reading. Go sit in the horseshoe during the psalm response as you await the second reading. When approaching the ambo for the second reading, again, please remove your mask to proclaim. Proclaim the reading and replace your mask when you have finished. Please return to your seat in the congregation.
- The lectionary will be left at the ambo following the second reading.
- Altar Server
 - One altar server will be scheduled per weekend liturgy.
 - Altar Servers will **not** be wearing an alb moving forward for the safety of everyone.
 - The Altar Server will act as the cross-bearer for the processions.
 - The Altar Server will sit along the wall next to the radiator during the liturgy.
 - For the safety of everyone, the Altar Server will not have to handle the Roman Missal.
 - Before going to the credence table to set the altar, the Altar Server needs to get hand sanitizer from the dispenser in the Sanctuary. The Altar Server will not come over with the pitcher and basin as the priest will take care of this process on their own.
 - Other specific details for their tasks will be communicated separately.
- Cantor
 - The Cantor will only use the Cantor stand during the liturgy, including for the psalm response. They will sit by the column next to the stand.