

Church Procedures for Liturgies at Annunciation

Per our Bishop, the dispensation for attending Mass is still in place, so there is NO obligation to come to Mass, especially if you don't feel comfortable. We highly encourage anyone at risk of serious illness of Covid-19 remain home as well as anyone who has any slightest of symptoms of illness.

Entrance and Exit locations

- Parishioners will enter the **front center doors only** and exit through the **right side doors only** (facing the church). These will be propped open to avoid any touching.
- The east side doors will be available only for those who are in wheelchairs (This needs to be indicated when they sign up)

Signage

A sign similar to the one below will be posted at the entrance of the church.

WELCOME PARISHIONERS PLEASE READ BEFORE YOU ENTER

PLEASE FOLLOW THE INSTRUCTIONS OF THE ATTENDANT WHO IS HERE TO ASSIST YOU

- Place your mask on before you leave your car - keep it on until you return to your car
 - Sanitize your hands before you enter.
 - Do not engage Clergy, Staff, or other Parishioners
 - No Handshaking, fist bumping, elbow knocks, high-fives, hug, or unnecessary conversations
 - Stay 6 feet from all persons whom you do not live with when sitting, standing, walking, talking
 - Do not loiter inside the Church, out front, or in the parking lot
- Signs will be posted inside the church posting the CDC guidelines as well as our own.

Entry Protocols

- Members must sign-up via online or by phone call to the Parish House.
- Upon signing up, members will need to indicate 1) Which Mass they would like to attend. 2) How many people they will be bringing. 3) f they need wheelchair access.
- Once maximum capacity has been reached for a given Mass, we cannot allow anyone else in. While signing up, if that time slot is closed, choose another Mass or wait until the following week and participate via live-stream, if possible for your household. Per the Diocesan guidelines, parishioners are asked to stick to one church.

Social Distance and Etiquette

- Staff members will be guiding people in the building and to their seats and tactfully reminding people to adhere to the guidelines posted.
- Masks must be worn at all times by **everyone** while inside the church and may not be removed until you are safely away from the church grounds. We will provide masks only for those who forget their mask. Staff and ministers and lectors are not exempt from wearing a mask.
- Members are asked not to congregate for socializing, not to give handshakes, hugs, or any other form of touching, and not to linger around at the conclusion of Mass.
- Seating in the pews is sectioned off to accommodate the minimum of 6ft distance all around. **Only sit where there is an open spot.**
- House-hold families **ONLY** may sit together. No matter how close of friends parishioners may be, this rule needs to be respected for the safety of all.

Liturgy

1. Music

- Instrumental music will be provided by a pianist or organist for: prelude as parishioners are seated, entrance of clergy, preparation of the altar/gifts, and distribution of communion.
- The Alleluia (Gospel Acclamation) can be lead by cantor and sung by the congregation, since it is very short.
- There may be some occasional chanting by the organist for Sequences or Mass Propers, which do not involve the congregation **because congregational singing is still discouraged.**
- The music is meant to enhance the liturgy and set the tone for worship, not draw attention to itself. Therefore, the musician will *be sensitive to the flow of the liturgy as well as its liturgical parts* with regards to the style and manner in which they play music, especially with its timings and cut-offs.

2. Parts of the Mass

A) Gathering Rite

- The Simple Entrance will be used. Clergy and lector will be entering from the Sacristy and not processing down the aisle.
- There will be no congregational singing and therefore, no worship aids or bulletins will be distributed.
- The Entrance Antiphon will be read by the priest, following the instrumental entrance procession music.

B) Liturgy of the Word

- Only one lector per Mass. The lector will read from his or her own lectionary. The lector microphone will be stationary, to avoid touching.

C) Liturgy of the Eucharist

- The Offertory Procession will be omitted. The bread and wine will already be on a table by the altar at the start of Mass and no baskets will go around for collecting.
- The Sign of Peace is omitted.
- Please do not hold hands during the Lord's Prayer.

- The paten, ciborium, and chalice will be covered at all times, especially during the Eucharistic Prayer.

D) Concluding Rites

- **Holy Communion will be distributed after the final blessings and not during its usual time.**
- Only the host will be offered.
- The priest will be the only person distributing Communion and will also wear his or her own mic and mask.
- The communion procession will only be from the middle aisle.
- Markers are placed on the ground for where communicants must stand.
- Communion in the hand is strongly encouraged, but those wishing to receive on the tongue will not be denied.
- If a priest by accident makes contact with a communicant during the reception of Communion, he will stop immediately, disinfect his hands, and then resume giving Communion after cleaning his hands.
- After reception of Holy Communion, parishioners are encouraged to leave through the exit doors and to avoid congregating and socializing.
- The chalice (not used during Communion) will be washed with soap and water immediately after Mass and a different chalice will be used in the next Mass immediately following.

1. The church and bathrooms will be sanitized after each Mass by a group of volunteers or staff.
2. A disinfectant machine will be installed that contains the proper solutions of disinfectant and will be used for filling the spray bottles.
- 3) This solution calls for 45 undisturbed seconds after spraying before wiping with a cloth. For pews, one person will spray, while another follows and wipes after each 45 seconds.

WHAT WILL BE CLEANED:

<input type="checkbox"/> Microphones	<input type="checkbox"/> *Pews	<input type="checkbox"/> Piano Keys	<input type="checkbox"/> Toilet Handle
<input type="checkbox"/> Keyboards	<input type="checkbox"/> *Entry Door Handles	<input type="checkbox"/> Music Stands	<input type="checkbox"/> Sink Facet
<input type="checkbox"/> Remote Controls	<input type="checkbox"/> Bathroom Door handles	<input type="checkbox"/> Tables	<input type="checkbox"/> Altar Area
<input type="checkbox"/> Light Switches	<input type="checkbox"/> Countertops (Bathroom)	<input type="checkbox"/> Ambo	<input type="checkbox"/> Microphone Stands

*Some entry doors will remain secure and not used. Certain sections of the pews will be roped off and not used. These areas do not need wiped down if they have not been used.

Note: If a Parishioner who has attended a Church service becomes ill with the Coronavirus, all services will be cancelled for at least 24-hours and a deep cleaning will be performed.

Notes:

Sanitizing the Church includes both cleaning and disinfecting. Those are two different things.

Cleaning with soap and water removes germs, dirt, and impurities from surfaces.

- If surfaces are dirty, they are first cleaned with detergent or soap and water prior to disinfecting and this lowers the risk of spreading infection.

Disinfecting with a commercial product or an alcohol-based wipe or spray containing 70% alcohol kills germs on surfaces.

- Killing germs on a surface after cleaning can further lower the risk of spreading infection. Make sure all areas are dry and pooling does not occur.

Disinfection Products

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

- Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser.
- READ THE DIRECTIONS** – It matters how long most commercial or other product are allowed to remain on a surface before drying

CDC Bleach Solution (bleach solutions will be effective for disinfection up to 24 hours)

- 5 tablespoons (1/3rd cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water
- If using non-commercial containers such as a spray bottle, label the content with a permanent marker

Following Manufacturer Instructions

Always follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and **contact time**, etc.). Contact time is vital for proper disinfection.

In addition to a weekly commercial contracted cleaning service, volunteers perform regular cleaning.

- Use disposable gloves for cleaning and disinfecting. Throw them away after each use. If gloves are not disposable, thoroughly disinfect them and only use them for cleaning.
- If you use disinfectant wipes, use according to package directions.
- Do not reuse the wipes to wipe down multiple surfaces. Throw used wipes in the trash.
- Use disposable towels for cleaning and handwashing
- Dry things off to avoid pooling

- Before anything else, take all prescribed precautions and protect yourself. Ask questions if you are not sure how something should be cleaned. Wash your hands when complete. Wear a mask and cleaning apron.

CDC Reminders When Cleaning

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Open doors when cleaning and allow air to move
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection.
- EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see CDC's website on Cleaning and Disinfection for Community Facilities.

Sanitation Plan Continued...

Guide - Washing Church Linens/Laundry

- Wear disposable gloves when handling Church laundry and then discard them after each use.
- If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and not be used for any other purpose.
- Wash hands thoroughly and immediately after gloves are removed.
- If no gloves are used when handling Church laundry, wash hands thoroughly immediately afterwards.
- Do not shake laundry. This will minimize the possibility of dispersing the virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions.
- If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect laundry containers/hampers according to guidance below.
- If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

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