

## **Holy Name of Jesus Faith Formation Covid-19 Preparedness Plan**

*This plan is specifically for Wednesday evening Elementary Faith Formation & MS Crew, Sunday evening SH Crew, and Sunday School.*

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### **Introduction: documents used and staff planning teams**

#### **Introduction**

Holy Name of Jesus is committed to providing a safe and healthy workplace for all our employees, volunteers, students, and guests. To ensure that, we have developed the following Preparedness Plan for the Holy Name of Jesus Faith Formation program in response to the Covid-19 Pandemic. Our goal is to mitigate the potential for transmission of Covid-19 in our parish, and that requires full cooperation amongst management, employees, parish volunteers, and those entering the building. Only through this cooperative effort can we establish and maintain a safe and healthy environment.

It is important to note that this is a fluid situation. This plan is a living document and will change as we continue to assess the data and the information provided by federal, state and local health organizations. The 2020-2021 Faith Formation year will be flexible in responding to new information and developments. Guidelines and plans will be adapted based on the level of viral transmission that may become present in our local community.

#### **Documents and resources used to create HNOJ Faith Formation Covid-19 Preparedness Plan**

- *Archdiocese of Saint Paul and Minneapolis Guidelines for Faith Formation Events and Activities (Children, Youth, and Adult) 2020-2021*
- *Minnesota Department of Health 2020-2021 Planning Guide for Schools*
- *Minnesota Department of Health Guidance for Gatherings: Faith-based Communities, Places of Worship, and Ceremonies*
- *Multiple guiding documents from Centers for Disease Control and*
- *Multiple guiding documents from Minnesota Department of Health*
- *Holy Name of Jesus School Preparedness Plan*
- *Holy Name of Jesus Church Preparedness Plan*

#### **Areas of planning worked on by staff teams include:**

Our employees and our parishioners are our most important assets. We are serious about safety and health of all who enter our building. Employee involvement is essential in developing and implements a successful Covid-19 Preparedness Plan for Faith Formation. Below are the names of staff who worked on specific areas of planning.

- Cleaning and sanitizing routines for Church and Parish Office: Bill Kessler, Carol Bishop

- Cleaning and sanitizing routines for School: Martha Laurent, Dustin Fischer, Theresa Reichert, Chris Kostelc, Jill Olson
- Review of budget impacts: Carol Bishop & bonnie Delaney
- Faith Formation: Chris Kostelc, Caitlin Bostrom, Elliut Fonseca, Theresa Reichert, Kelly Schumacher.
- Communications: Michelle Hudlow, Chris Kostelc, Caitlin Bostrom, Elliut Fonseca, Theresa Reichert, Kelly Schumacher.

### **Infection Prevention Measures**

- Students, Catechists, and Staff will be required to wear face coverings for the duration of their time in the building. For those ages 4 & 5 participating in Sunday School, masks are highly encouraged but not required.
- Required hand sanitizer use as you enter the building. Hand sanitizer dispensers that use sanitizer of greater than 60% alcohol will be available at main entrances.
- Drinking fountains will be disabled (bottle filling stations will be operational). Limited shared utensils during Faith Formation. Faith Formation participants will be given a supplies list to bring to Faith Formation gatherings.
- Catechist will be trained on all protocols and safety measures.
- Accurate attendance records will be kept to monitor who attended Faith Formation.
- Each classroom and various areas around the church building will have hand sanitizer and cleaning supplies available.
- Handwashing and “cover your cough” signs have been posted at building entrances, restrooms, and public spaces.
- Consistent reminders to keep good hygiene with regular hand washing before, during, and after Faith Formation.
- Consistent reminders for children and volunteers to avoid touching their eyes, nose, and mouth especially with unwashed hands.
- We suggest using the bathroom at home before arriving to Faith Formation as there is a limited amount of people allowed in the restrooms at a time (one individual or household at a time).

### **Engineering and Administrative Controls for Social Distancing**

- Classroom furniture will be arranged to maximize distance between students.
- The church pews have been marked to indicate a 6 ft distance in all directions.
- Limited group size for Faith Formation classes and small groups to ensure social distancing can be upheld.
- High traffic areas will be marked with direction arrows.
- Covid safety flyers and posters have been posted to remind employees and guests of social distancing requirements.
- Strict drop off and pick up protocols to limit the amount of people in building. As well as strategic use of entrances and exits to create a flow that encourages those coming and going from the building to social distance and limit contact with others.
- We suggest using the bathroom at home before arriving to Faith Formation as there is a limited amount of people allowed in the restrooms at a time (one individual or household at a time).
- Faith Formation participants have been instructed to arrive on time (but not early) to Faith Formation to avoid lingering or crowding in shared spaces of the building.

## Prompt Identification and Isolation of Sick Person(s)

- Accurate attendance records will be kept to monitor who attended Faith Formation.
- Prior to coming to Faith Formation, we ask families to take students temperature. If your child has a temperature of or above 100 degrees do not attend Faith Formation.
- If your child or someone in your household is experiencing symptoms (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea or vomiting, diarrhea) do not attend Faith Formation.
- If a and individual has come into close contact with someone who has tested positive for Covid-19 they should not attend Faith Formation activities and should monitor symptoms. Close contact includes: were within 6 ft of someone who has Covid-19 for a total of 15 minutes or more. Provided care at home to someone who is sick with Covid-19, had direct physical contact with the person (hugged or kissed them), shared eating or drinking utensils, they sneezed, coughed or somehow got respiratory droplets on you.
- If Faith Formation children and youth attend school in a local public school district(s) that closes an individual school or schools due to an outbreak of COVID-19, students and members of that students household should not attend Faith Formation until their school had been reopened. *(Archdiocese Guidelines for Faith Formation)*
- If an adult, child or youth experiences symptoms of COVID-19 or tests positive following attendance at a Faith Formation activity, Chris Kostelc (Director of FF) should be notified immediately and will contact Fr. Steve Ulrick (Pastor) immediately. In the case that a Coordinator of Faith Formation (Caitlin, Elliut, Theresa) is contacted first they should immediately contact Chris Kostelc (Director of FF). *(Archdiocese Guidelines for Faith Formation)*
- All COVID-19 positive persons, those who are symptomatic, and those living with them, may not participate in Faith Formation programs until after they have self-quarantined as per CDC guidelines. *(Archdiocese Guidelines for Faith Formation)*
- If the parish has a Catholic school that shares facilities with Faith Formation and in-person school classes are suspended due to an outbreak of COVID-19, in-person Faith Formation activities and events should be suspended until Fr. Steve Ulrick (Pastor), in consultation with the Office for the Mission of Catholic Education, determines it is safe to resume. In this case Martha Laurent (Principal) should contact Fr. Steve Ulrick (Pastor) who will notify Chris Kostelc (Director of FF) who will notify Coordinators of Faith Formation (Caitlin, Elliut, Theresa). In the case that Faith Formation is suspended due to an outbreak of Covid-19 at Holy Name of Jesus School Coordinators of Faith Formation (Caitlin, Elliut, Theresa) will contact participants of their designated ministry area via email. *(Archdiocese Guidelines for Faith Formation)*
- If Faith Formation children and youth attend school in a local public school district(s) that closes an individual school or schools due to an outbreak of COVID-19, Fr. Steve Ulrick (Pastor), in consultation with the Office for the Mission of Catholic Education, will determine whether in-person faith formation activities and events will be temporarily suspended. Fr. Steve (Pastor) will be in communication with Chris Kostelc (Director of FF), who will inform Coordinators of Faith Formation (Caitlin, Elliut, Theresa). If there is a suspension of Faith Formation, Coordinators of Faith Formation (Caitlin, Elliut, Theresa) will contact participants of their designated ministry area via email. *(Archdiocese Guidelines for Faith Formation)*

## Housekeeping, Including: Cleaning, Disinfecting, and Decontamination

- Regular housekeeping practices are being implemented, including: routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, restrooms, lunch rooms, meeting rooms, classrooms, work spaces, and common space. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as: door handles, railings, and light switches.
- Maintenance team members will routinely clean common spaces and restrooms.
- Maintenance team members will be cleaning the classrooms following the HNOJ school day, before Faith Formation participants arrive (as well as after Faith Formation programming is concluded).
- Maintenance team members will be cleaning the church following events taking place in church (daily mass, funerals, and other services). The church will be cleaned prior to MS Crew & SH Crew Faith Formation gatherings.
- Carpeted floors will be vacuumed using a vacuum with HEPA filter to catch contaminants.
- There will be a cleaning station in each room with hand sanitizer, gloves, masks, towels and surface disinfectant.

## Communications and Training for Plan Implementation and Provisions of Management to ensure Effective and Ongoing Implementation of the Plan.

- This Preparedness plan will be posted on our Faith Formation page on hnoj.org for Faith Formation participants to view.
- This preparedness plan will be communicated to all Faith Formation staff and volunteers.
- Volunteers will receive special instructional training on how they can help mitigate the spread of Covid-19 during their time volunteering with HNOJ Faith Formation.
- Faith Formation Coordinators (Caitlin, Elliut, Theresa) and the Director of faith formation (Chris Kostelc) will monitor how effective the plan has been implemented and make updates as necessary.
- This preparedness plan has been certified by management.

Any questions regarding this plan should be directed to the pastor or his designee.

Certified by:



Fr. Steve Ulrick

Pastor

Holy Name of Jesus