

# Parish Re-Opening Plan

Parish Name: St. Theresa City: Federal Way; Linda M DeMarce – Pastoral Coordinator  
WA County: King County for WA Phase: I  
Safety Program Manager and COVID-19 Supervisor: Linda DeMarce

## Outside Public Mass, June 20 until further notice

### **Registration:**

1. We will be conducting Mass outside beginning June 20th at 5PM (English), 7PM (Spanish).
2. Masses will be limited to 100 people for each service, this does not include staff. Each member of a family is counted in the 100.
3. We will be using Appointy to help parishioners register online.
4. We will also allow people to call in to the office.
5. We are also calling those parishioners we know will need assistance registering or who do not use electronic communication.
6. We are only scheduling one outside public Mass in English and one in Spanish for June 20 weekend, and continue to livestream Mass on Facebook.
7. We will add Masses as needed depending on registration demands and attendance.
8. We will instruct people to only sign up for Mass every other week or every 3<sup>rd</sup> week, depending on the numbers of those desiring to attend.
9. People will be checked in as they arrive for Mass, based on the registration roster provided by the office.

### Arriving, Parking and Seating

1. **Hosts** will be stationed at the top of the drive into St. Theresa's, at the rolling gate. The **hosts** will have the registration rosters.
  - a. As vehicles arrive, they will check in with hosts. **Hosts** will check their names as attending, and the number of people in the vehicle.
  - b. **Hosts** will ask if everyone has masks and chairs. If no masks, they will provide masks.
  - c. If people are not registered, hosts will kindly direct them to the parish office parking lot, where they can turn around. If they are not registered, hosts can take their names and contact information to provide to the parish office for a Mass the following weekend.
  - d. For those registered, **hosts** will direct them to the parking lot to park.
  - e. There will be additional **hosts** at the parking lot to direct people on where to park, especially if the parking lot fills.
2. Physical distancing **must be observed from the time people drive onto the campus** to the time they get into their cars.
3. We will celebrate the Mass outside in the 2<sup>nd</sup> parking lot in front of the church (the parking lot closest to the front of St. Theresa's, where priests park).
4. All processions will be redirected so as not to pass through the midst of the people attending Mass and maintaining social distancing.
5. People will be informed that Mass is limited to 100 persons and that number will not be exceeded.

6. Social distancing signs printed from the health department or the Archdiocese will be posted. And there will be markings on the floor/ground signifying social distancing of 6 ft or more.
7. **Greeters**: We will have people begin to fill in the area where people will be present for the Mass, by beginning in the front and moving further away from the place where the altar is, so as not to have people pass through the 6-foot social distance space of others.
8. **Greeters**: We will be asking people to bring their own chairs from home to limit exposure to surfaces that others have touched. We will have chairs available in the Chapel if someone isn't able to carry a chair, or forgot. We will sanitize those after every Mass, while using appropriate PPE.
9. Parishioners will be told they should not sing during the Mass and masks will be required by all apart from our clerical when celebrating Mass.
10. Participants will be asked to:
  - a. **Keep a face covering on at all times**, except to receive communion or if there is a health concern. If participants do not have a mask, the parish will provide one.
  - b. **Remain six feet apart** from anyone who is not a member of your family
  - c. Follow instructions on seating arrangements and Communion distribution
11. For outside Mass, spaces will be marked with social distancing where people can place their chairs, which they will be encouraged to bring from home.
12. We will allow only two people to access the restrooms at a time, and someone will be present in the restroom area to monitor access. (**Indoor safety monitor**)
13. Access to most parts of the Church will be limited, and well-marked to show the areas that are accessible, and those that are closed.
14. All vulnerable people will be encouraged to watch the Mass Livestreaming rather than coming in person.

### The Liturgy

- +We will do all we can to ensure the Mass is celebrated reverently while also shortening Mass times.
- +Our cantor will be at least 30 ft away from anyone while singing.
- +There will be no offertory, no sign of peace, no offering of the Precious Blood, no children's liturgy of the word, no childcare during Mass offered by the parish.
  - +Baskets for a collection will be placed in a convenient place for people not to touch them, but only to drop off their donations on the way back to their cars after receiving communion (**greeters**)
- + We will not be using Altar Servers outdoors or when we move to the indoors. Celebrant will take care of his own needs.
- + The priest, deacon and lectors will use separate podiums/ambos and microphones
- +The priest or deacon will prepare the altar.
- +The priest will wash his own hands in the lavabo bowl.
- +The Eucharistic elements will be placed to one side of the altar.
- +Receiving Holy Communion (host only)
  - At the end of Mass, Father and Eucharist Minister will bring communion to participants.
  - They will remain seated until Father/Eucharist Minister approaches their seating.
  - They will stand to receive Communion.
  - They will not wear gloves when receiving Communion.
  - They will continue to wear masks while receiving the host.
  - They will stretch out their arms as far as possible to receive the host. Once Father/Eucharist Minister have moved away, they will remove their mask and place the host in their mouth.

- + The consecrated hosts will remain on the altar until after the conclusion of the Mass.
- + Good hygiene will be practiced by the priest. After the Mass, he will wash his hands with soap and water for 20 seconds, and then sanitize his hands.
- Should hands or fingers come in contact with another person the person giving communion priest or Eucharistic Minister will stop distributing, a table will be set up with ablution cup and sanitizer, they will back away and approach the table, put down the ciborium, purify their hands of the particles of our Blessed Lord and then will sanitize their hand. The person with whom they come in contact will be instructed that they should do the same or to do so before they touch anything, including their face, as they leave.*
- + Once participants have received Communion, they will pick up their chairs and walk toward the Altar, keeping a social distance from others, and return to their vehicles and leave St. Theresa's.
- + Cleaning and sanitizing will take place after every Mass for each common use area. Hand sanitizer will be available to the people. People will be instructed on the use of good hygiene, including how they should not touch their faces. We will have enough volunteers to make sure that all is sanitized appropriately.
- + There will be no bulletins, worship aids, hymnals, or missals. There will be no social gatherings before or after Mass. No coffee and donuts for example and no child care.
- + Pastoral Coordinator, and Parish Priests will prepare a welcome back video for parishioners with details for parishioners.
- + When people leave after having received Holy Communion, they are to do so in a fashion which continues to observe social distancing all the way to their cars. We will not have the main church open during outdoor Masses due to many factors. Our main church will remain open during the weekdays of Wednesday 10AM-12 Noon, 6-8PM, Thursday, 10AM-12 Noon, 6-8PM, Friday 10-12 Noon.

### **Roles and Responsibilities**

- Safety Officers:** ensure all staff and volunteers comply with the safety plan; serve as the go-to for problems that may come up
- Hosts:** ensure people are on the registration list; direct to parking sites
- Greeters:** assign space for participants, ensure people are following physical distancing guides
- Indoor space monitors:** ensure those accessing indoor space are compliant with safety plan

### **Additional Information**

- + All these rules and more will be followed when we are able to move back into the church building.**
- + When we are able to have indoor Mass, we will follow guidelines as to numbers allowed. Registration will be required as for the outdoor Mass. People will be seated by greeters that have been trained in all aspects of the Mass, and all the requirements as stated.
- + For example...Every other Pew in the church is already marked off as closed, certain other areas of the main church are closed off to prevent access throughout the church, including the parish hall, restrooms that are located in our classrooms, parish kitchen, and other areas.
- + We will open doors for increased ventilation, while blocking them off so that people will not enter or exit through those doors, except in an emergency.

**Weekday Masses:**

We will continue to Livestream our daily Masses until we are able to use the main church. ***We have no plans to have daily Masses outdoors.***

Daily Mass Schedule: Wednesday 6PM (English), Thursday/Friday at 9AM (English), Thursday at 6PM (Spanish)

**Vulnerable Parishioners**

- We have many older parishioners or those who are otherwise vulnerable.
- We will encourage them to remain home for the time being.
- Once we are able to hold Mass in the church, we will ensure that only the allotted number of people are allowed to enter the church.
- Face masks will be required.

**Volunteers:**

We will ask only people who feel comfortable volunteering in the parish to volunteer for liturgical roles. We will train people every week using our Safety officers, using the latest information that we have received on how best to prevent the spread of the virus and how they can fulfill their ministry safely.

The 1<sup>st</sup> training will be Thursday, June 18th 2020 at 7PM, via Zoom. This training will be recorded and made accessible for future use. Other training may follow as needed.

We will regularly sanitize any liturgical items that a person would touch, or breath on and will limit the number of ministers within the liturgies.

We will train them before their ministry would take place in the Mass by observing all safety precautions (e.g. by encouraging them to wash their hands before and after they handle liturgical things, by maintaining social distance between themselves and others.

They will be encouraged not to sing, except a cantor who will be 30 feet away from anyone else whether they are in the church, or the Mass is outdoors.

**Communication:**

We are creating electronic, written and video communication tools to help people know and understand the changes to the Mass that have to do with health and safety guidelines.

When they are onsite we will communicate with them over microphones and PA systems, as well as having employees and volunteers present to remind people about safe practices.

We will post signage about how to maintain social distancing (by marking areas that are at least 6 feet apart), wearing masks, not singing.

There will be a Safety officer and trained volunteers present to remind people of the rules when people are not observing those rules.

We will aside an area with extra distance space if anyone comes who is over the age of 60 or otherwise indicates they are vulnerable.

We will strongly encourage them and anyone else who is more vulnerable to this virus to remain in their homes.