

Covid-19 Protocol Self-Certification Checklist for the Diocese of Peoria

issued May 26, 2020

Parish Name	
City	
Pastor	
Signed	
Date Completed	

Preparing your church

- | | | |
|--|-----|----|
| 1. Have the pews in your church been marked where parishioners should not sit? | Yes | No |
| 2. Have you arranged for one-way traffic in your aisles during Communion? | Yes | No |
| 3. Is sanitizer readily available for the public as they enter the church? | Yes | No |
| 4. Is a handwashing area or sanitizer available for those who assist with the liturgy? | Yes | No |
| 5. Can church doors be propped open to minimize parishioner contact with doors and door handles? | Yes | No |
| 6. Does the parish have masks available for those who do not bring their own? | Yes | No |
| 7. Are adequate trash receptacles at hand for discarded tissues, masks, etc.? | Yes | No |
| 8. Are the holy water fonts emptied? | Yes | No |
| 9. Can you receive parishioner contributions without passing a basket during the offertory? | Yes | No |
| 10. Do you have a place for the gifts in the sanctuary, eliminating the gift procession? | Yes | No |
| 11. Has the distribution of the Precious Blood been suspended? | Yes | No |

Communication

- | | | |
|---|-----|----|
| 12. Have the prescribed warnings been posted at your parish entrances and in other appropriate places (e.g. on your websites, in your parish bulletin)? | Yes | No |
| 13. Have parishioners been instructed about maintaining proper distance, including when approaching for Holy Communion? (NB: Family members in the same home do not need to keep distance.) | Yes | No |
| 14. Has the parish communicated to the elderly and vulnerable that they are dispensed? | Yes | No |
| 15. Has the parish communicated that those who are sick should not come to church? | Yes | No |
| 16. Have volunteers been instructed to bring their masks or face coverings? | Yes | No |
| 17. Have the faithful been instructed to wear masks or face coverings? | Yes | No |

Volunteers

- | | | |
|---|-----|----|
| 18. Does the parish have adequate volunteers to clean the church, set up for liturgies, and serve the people as greeters or ushers? | Yes | No |
| 19. Have volunteers been trained in CDOP protocols? (The training offered by the Archdiocese of Chicago may also be helpful.) | Yes | No |
| 20. Are volunteers prepared to dismiss crowds in an orderly way and disperse crowds in the narthex to maintain distancing? | Yes | No |
| 21. Do you have a program for daily basic cleaning? | Yes | No |
| 22. Do you have a program for disinfecting commonly touched surfaces between services (including tables, doorknobs, light switches, elevator buttons, handles, desks, toilets, faucets, and sinks)? | Yes | No |

Only after permission has been given for Phase II by the Bishop of Peoria, may this checklist be completed for each parish. The results of this checklist must be sent to reopen@cdop.org. Then, if the answers to questions 1-22 are all YES, the parish may begin to implement Phase II with the public celebration of weekday and Sunday Mass.

Information for statistical purposes

23. How many volunteers do you have to assist at your parish?

24. What is total capacity of your church?

25. Do you anticipate more than 20% of your total capacity at any one service?

(Parishes that anticipate more persons than permitted must arrange for a reservation system or another way to manage the size of the crowd.)

Yes No

26. Does the parish intend to offer or continue offering video broadcast of Masses for those who are not able to attend?

Yes No

Communication with your parishioners:

(These notices must be communicated to parishioners in the most effective way possible.)

WARNING ABOUT RISK ASSUMED BY PARISHIONERS:

While our parish staffs will attempt to take appropriate precautions consistent with the advice of public health authorities, parishioners and guests should understand that they assume the risk of contracting COVID-19 anytime they enter a public space since such precautions do not eliminate the risk of infection.

WARNING ABOUT THOSE WHO MAY BE ILL:

- Do you have a fever or flu-like symptoms? Have you recently traveled out of the country? Have you been exposed to someone with COVID-19? Those who show signs of risk should not enter the church and should stay at home.
- The faithful continue to be dispensed from attending Sunday Mass.
- Those who are elderly or vulnerable are encouraged to remain at home.
- Please wear your mask or face covering and maintain social distancing when at church. (Family members in the same household do not need to maintain distance from each other.)

(These notices may be communicated to parishioners in the way judged best by the pastor.)

CHANGES TO THE CELEBRATION OF MASS

- As a precaution, collection baskets will not be passed during the offertory. Your contributions can be left in the places indicated.
- There will be no gift procession during the offertory.
- There will be no sign of peace before the Lamb of God.
- The Precious Blood will not be distributed.
- The faithful are strongly encouraged to receive Communion in the hand and to carefully avoid any physical contact with the minister's hand when receiving. (If incidental hand contact occurs, the minister is to use sanitizer before proceeding.)
- Those who do not wish to come forward at Communion are encouraged to remain in place and to make an Act of Spiritual Communion.
- For the present, parishes should avoid using choirs in order to keep proper distancing. Rather, it is recommended that a musician be assisted by a single cantor.