

**Bryanston Catholic Church of the Resurrection  
COVID-19 Standard Operating Procedures**

**A) Parishioners On-Line**

**Discussion Notes:**

NB1: 50 (8 Church Crew plus 42 parishioners.  
Parishioners will be allowed to gather including:  
the Priest (Celebrant); Servers, Ushers,  
Volunteers and camera man

**B) Parishioners who come to church:**

<b>No:</b>	<b>Area:</b>	<b>Policy:</b>
<b>1</b>	<b>Booking slots for Mass</b>	All parishioners wishing to attend mass will need to book a slot in advance with the parish office.

<b>2</b>	<b>Arrival at the Gate</b>	In line with Alert Level 3 under the Lockdown Restrictions, only gatherings of no more than 50 people will be permitted for church services
<b>3</b>	<b>Arrival at the Gate</b>	In line with Alert Level 3 under the Lockdown Restrictions, only gatherings of no more than 50 people will be permitted for church services
<b>4</b>	<b>Pre-Screening in the ground level of the parish underground car park</b>	All parishioners attending mass will need to undergo COVID-19 pre-screening prior to attending mass. Parishioners who do not meet the requirements, will not be permitted into the church to attend mass.

5	<b>Entry into the Church from Porte Cochere</b>	Only Parishioners who have passed pre-screening process will be permitted to attend the church for mass. Parishioners will need to enter from the main entrance only following all social distancing requirements.
6	<b>Church Mass: Seating</b>	Seating on the church benches will be in accordance to the social distancing as outlined by all WHO, the Disaster Management Act No 57 of 2002 (the DMA) and the Directions issued in terms of Regulation 37 (1)(a) of the Regulations issued in terms of the DMA , and the Directives for the Easing of the COVID 19 National Lockdown for Parishes within the Catholic Archdiocese of Johannesburg.

<p><b>7</b></p> <p><b>Restrooms</b></p>		<p>5.1 In terms of Regulation 7 (2) (b) : The Parish shall ensure "there are facilities for the washing facilities and 7 (3) (c ) that all areas such as toilets, common areas ....are sanitised as regulary as possible</p>
<p><b>8</b></p> <p><b>Departure</b></p>		<p>In keeping with directives relating to social distancing</p>
<p><b>9</b></p> <p><b>Catechism for Children and Youth</b></p>		<p>Catechism shall continue to take place online.</p>

<b>10</b>	<b>Confession and Quiet Time</b>	Parishioners can contact the Parish Office to make arrangements to attend Confession with Fr Keith or Fr Tshepo. These appointments are strictly by appointment.
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11	<b>Holy Communion</b>	Parishioners will be able to receive Holy Communion provided it is conducted in a safe manner observing all COVID-19 Protocols
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<b>12</b>	<b>Funerals</b>	Funerals shall be held in accordance with the Disaster Management Act: Regulations: Alert Level 3 during COVID-19 Lockdown. Attendance at funerals is limited to 50 persons including the celebrant and Minister of the Eucharist.
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	<b>On Site Infections</b>	Should a Parishioner, Volunteer start to feel ill during mass (report that they have either tested positive for COVID-19 or are displaying COVID-19 symptoms) the parishioner must immediately be instructed to stay in their car, relocate to the Isolation Room, or return home.
13	<b>Confirmed cases of infe</b>	Where a parishioner reports to have tested positive within 14 days after attending a Mass. They should notify the Parish and indicate which mass they attended.
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**Baptisms**

Baptisms shall be held in accordance with the guidelines prescribed by the applicable government prescribed level during COVID-19 Lockdown. Attendance at baptisms is limited to 50 persons including the celebrant in the church.

**Weddings**

Weddings shall be held in accordance with the guidelines prescribed by the applicable government prescribed level during COVID-19 Lockdown. Attendance at funerals is limited to 50 persons including the celebrant and any other attendee performing a function during the ceremony (e.g. soloist, pianist etc..).

<b>Screening of Staff and Volunteers on Mass Day</b>	It is mandatory that all staff and volunteers will need to undergo screening prior to providing the services of assisting with the processing of parishioners attending mass.
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- 18. Protocol for our Priests** In the event of the Parish Priest or Assistant Priest become unwell during lockdown, the following procedure is to be followed.



NB2: Parishioners over the age of 60 years and those with co-morbidities such as: diabetes, respiratory vulnerabilities, hypertension will be advised that it is recommended that they do not attend church during the COVID-19 Pandemic due to the enormous risk to their lives

NB3: We recommend that children below the age of 6 are not brought to church to safeguard their wellbeing. All children who are brought by parents must wear masks and follow all protocols under the supervision of their parents.

NB4: Given that only 42 parishioners can attend mass, there will be a booking system via the church office. Each parishioner is entitled to book once a month, in order to enable other parishioners the opportunity to attend mass. There will be 10 services per week: 6 (six) from Mon to Sat at 07h30 and 4 (four) on Sun at 7h30, 10h00, 15h00 and 17h00.

SOP:	By Whom:	Requirements:
<p>1.1. People should book for Mass well in advance and only attend Mass once a month.</p> <p>1.2 There will be 42 slots for each mass</p> <p>1.3 If parishioners are from the same household, they can sit together on a single pew in the designated family section.</p> <p>1.4 Weekday masses are to be booked in advance with the parish office.</p>	<p>Parish office administrator</p>	

<p>2.1 The gate leading to the Bryanston Church of the Resurrection shall be kept closed in advance of all church services.</p> <p>2.2 A headcount check shall be conducted at the gate of all parishioners and visitors coming to attend mass.</p> <p>2.3 The gate shall be open half an hour ahead of each service.</p> <p>2.4 Once 42 participants have been counted (and checked against the register), to make a total of 50 including the Priest (celebrant), ushers, and servers, the gate shall be closed.</p> <p>2.5 There will be no exceptions. For any No-Shows, those who came not having booked will be accommodated on a first come basis.</p>	<p>One Security guard and a parish volunteer.</p>	<p>PPE: Sanitizer; masks. Register of parishioner bookings</p>
<p>3.1 There shall be 2 volunteers at the entrance of the church spraying sanitizer directly onto the hands of each parishioner.</p> <p>3.2 Only parishioners wearing a sticker denoting that they have been pre-screened will be allowed in.</p> <p>3.3 There will be decals</p>	<p>One Security guard and a parish volunteer.</p>	<p>PPE: Sanitizer; masks. Register of parishioner bookings</p>
<p>4.1 Four (4) pre-screening tables shall be set up in the underground car park.</p> <p>4.2 There shall be social distancing markers on the ground spaced 1.5 metres apart, on which each individual parishioner shall stand, (10 -13 parishioners per station. Each table will be manned by a church volunteer.</p> <p>4.3 A register shall be completed by the church volunteer including: Name; ID#; Gender; Contact No; Next of Kin.</p> <p>4.4 A temperature check shall be taken, and recorded by the Church Volunteer.</p> <p>4.5 Each parishioner shall have to respond to the COVID-19 symptom checklist: Dry Cough; High Temperature; Short of Breath; Scratchy Throat.</p> <p>4.6 This information shall be recorded by the Volunteer.</p> <p>4.7 Once screened, the parishioner shall be given a sticker.</p> <p>4.8 Church bulletins will be available for distribution and church collections will be made at this point.</p> <p>4.9 Collections can be made using SnapScan, Credit Cards or Debit Orders. Forms will be made available with the church's banking details.</p> <p>4.10 The register shall be prepopulated by the Parish Administrator in advance of each Sunday Mass.</p>	<p>4 (four) church volunteers.</p>	<p>PPE: Sanitizer; masks; 4 tressle tables; registers; pens; speedpoint and Snap Scan facilities</p>

<p>5.1 There shall be 2 volunteers at the entrance of the church spraying sanitizer directly onto the hands of each parishioner.</p> <p>5.2 Only parishioners wearing a sticker denoting that they have been pre-screened will be allowed in.</p> <p>5.3 There will be decals on the ground outside the church demarcating spaces of 1.5 metres between all parishioners.</p> <p>5.4 All parishioners will need to adhere to these social distancing requirements.</p>	<p>2 (two) church volunteers</p>	<p>PPE: sanitizers; masks, aprons</p>
<p>6.1 Each parishioner will be guided by the usher(s) on duty to their seats.</p> <p>6.2 Seating will be demarcated by numbered decals so that parishioners know exactly where to sit. Each pew will be marked alphabetically.</p> <p>6.3 Each parishioner will need to be seated 1.5 meters apart from one another - this includes families.</p> <p>6.4 Children will be kept seated close to their parents.</p> <p>6.5 Only 50 (42 congregants plus 8) in total will be allowed in the church for mass. This will include the celebrant, servers, ushers, volunteers, and the camera person.</p> <p>6.6 During the course of the service, parishioners will be required to avoid leaving their seats except for when it is time to receive Holy Communion.</p> <p>6.7 During Holy Communion, parishioners will be required to keep a distance of 1.5 meters as demarcated by the decals in the aisles leading up to the altar.</p> <p>6.8 Families must adhere to these requirements of social distancing. Only young children can be kept close to their parents</p> <p>6.9 Once Holy Communion has been received, parishioners are to return to their seating.</p> <p>6.10 The church ushers may ask parishioners who are not adhering to social distancing, wearing of masks and generally following the regulations may be asked to leave by the ushers.</p> <p>6.11 Parents with small children will be encouraged to sit in the Cry Room to further protect younger children. Seating in the Cry Room shall be demarcated to ensure seating of 1.5 meters apart from one another.</p>	<p>2 (two) church volunteers</p>	<p>PPE: sanitizers, masks, aprons;</p>

<p>7.1 The church bathrooms must be cleaned normally, then sanitized every hour with Microbac;</p> <p>7.2 At the end of each day, Microcide must be sprayed liberally over all surfaces as well as over the outside of the toilets and urinals;</p> <p>7.3 The application in 5.1.2 must sit for 5 minutes contact time, before wiping down all surfaces with a clean cloth;</p> <p>7.4 A new set of microfibre cloths must be used between each toilet and bathroom to avoid possible contamination;</p> <p>7.5 Hand sanitisers must be placed in each bathroom.</p> <p>7.6At the end of each cleaning shift, the parish staff member must wash all the microfibre cloths in hot water (prefereably above 60 degrees celsius in a washing machine).</p>	<p>Parish Staff</p>	<p>Microfibre cloths, Microbac cleaning chemical</p>
<p>8.1 Ministers recess in the same way as the beginning of Mass, in single file.</p> <p>8.2 To avoid large numbers leaving at the same time, parishioners will be dismissed one pew at a time, section by section.</p> <p>8.3 All vessels are to be thoroughly purified and cleaned with soap and hot water after every Mass.</p>	<p>1 volunteer</p>	
<p>9.1 Children attending Grade R to Grade 6 will be able to access Junior Catechism liturgy on the Bryanston Church website.</p> <p>9.2Teenagers in Grade 7 - 10 will be able to access Life Teen online classes on the Bryanston Church website.</p> <p>9.3 Youth in Grade 11 and up will be able to attend Amplified Youth Ministry on the Bryanston Church website.</p> <p>9.4 It is recomended that children below the ages of 6 should not be brought to church during this COVID-19 high alert period in order to safeguard their wellbeing. Parents who wish to bring their children to Mass, will do so at their own risk.</p>	<p>Fr Tshepo</p>	

<p>10.1 Parishioners wishing to attend Confession with Fr Keith or Fr Tshepo must call the Parish Office between the hours of 8h00 and 12h00 to make an appointment with either Fr Keith or Fr Tshepo.</p> <p>10.2 Parishioners wishing to spend Quiet Time at church are allowed to do so between 06:00 - 18:00.</p> <p>10.3 Upon arrival at the church for either Confession or Quiet Time, the parishioner will be asked to sanitise at the Security Office by the Security Officer and a register will be completed at the Security Officer.</p> <p>10.4 The Security Officer shall take the Parishioner's temperature using an infrared thermometer and any one else in their company before they are allowed in to enter the gate. Full pre-screening process will be conducted including being given a sticker to denote that they are screened.</p> <p>10.5 If parishioners arrive in vehicles they will be required to park their vehicles in the church carpark.</p> <p>10.6 Parishioners coming for Confession or Quiet Time are required to enter by the side door to the Chapel, and use the sanitizer made available at the door.</p> <p>10.7 If attending confession, the parishioner will be required to go to Fr Keith or Fr Tshepo's confession cubicle.</p> <p>10.8 Parishioners attending Quiet time are required to sit in places demarcated by seating decals. If more than one person is in the Chapel, strict social distancing of 1.5 meter minimum space between one another is required.</p> <p>10.9 Once complete with prayers and confession, parishioners are requested to wipe down the pews/seats, elbow rest and any areas they have touched with the disposable wipes that are provided.</p> <p>10.11 This routine must be strictly adhered to by all Parishioners.</p> <p>10.12 At the end of Confession and Quiet Time, parishioners must depart in an orderly manner, ensuring that social distancing is practiced if there are any other parishioners during this time.</p>	<p>Parish Staff and Security Officer</p>	<p>Register, Sanitizer, Mask, Apron, Thermometer</p>
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<p>11.1 Parishioners will be required to apply hand sanitizer before receiving Holy Communion.</p> <p>11.2 There will be hand sanitizers provided just before receiving the host.</p> <p>11.3 The Priest and Minister of the Eucharist will have sanitized their hands before and after giving Holy Communion</p> <p>11.4 Upon receiving Holy Communion, Parishioners must step aside, stand on the clearly marked spot, remove their mask and then consume the Host.</p> <p style="text-align: right;">11.5</p> <p>Parishioners must return to their seats.</p>	<p>Celebrant and Minister of the Eucharist</p>	<p>Hand Sanitizers</p>
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<p>12.1 Submit a list of 49 (priest is the 50th person) people who will attend the funeral. The list must be submitted the day before the day of the funeral.</p> <p>12.2 On the day of the funeral the church building must be sanitized before and after the funeral service.</p> <p>12.3 On the day of the funeral upon arrival at BCC the Security will check all attendees against the list that was submitted. Anyone who was not included on the list will be denied entry into the church premises.</p> <p>12.4 At the Gate once it has been determined that the attendee is on the list, the Security Guard will then check the temperature of the attendee. Should the attendee have an elevated temperature they will be denied entry into the Church and accordingly be advised to seek further medical attention.</p> <p>12.5 If the attendees temperature is normal and provided that they are wearing a face mask, they will be allowed entry. At the entrance of the Church attendees are to sanitize their hands and proceed to sit at the designated decals. At all times attendees are to remain socially distanced.</p> <p>12.6 Throughout the funeral service, the microphone and lectern must be sanitized immediately before and after each speaker.</p> <p>12.7 At the end of the funeral service attendees must leave the church building one at a time when asked to by the presiding Priest. Attendees must maintain social distancing at all times.</p> <p>12.8 Once attendees have left the church building they are not to congregate outside of the church building.</p> <p>12.9 No refreshments may be served at the church before or after the funeral service.</p>	<p>Celebrant and Minister of the Eucharist</p>	<p>Sanitizers, masks</p>
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- 13.1 The parishioner must be immediately instructed to go home or proceed to the designated isolation room.
- 13.2 Parishioners should only utilise the isolation room when awaiting alternate transportation.
- 13.3 The parishioner must be advised to contact the NICD Hotline Number: 0800 029 999 or the COVID-19 WhatsApp Number: 0600 12 3456.
- 13.4 To utilise the isolation room the parishioner must ensure hands are washed, put on a mask and close the door.
- 13.5 On leaving the isolation room the parishioner must place any disposable items in the disposable waste container and sanitise/wash hands
- 13.6 The isolation room must be sanitised per guidelines before and after use.
- 14.1 Parishioner must notify Parish of positive infection and which mass they attended.
- 14.2 Communication & Contact tracing steps must be conducted as follows:
  - a. Review attendance register for Mass attended by infected parishioner and identify attendees.
  - b. Communicate to identified parishioners and recommend they consult their Medical Practitioner and contact the NICD (Hotline Number: 0800 029 999 or the COVID-19 WhatsApp Number: 0600 12 3456) and follow their advice.
- 14.3 Identified Parishioners should only resume Mass attendance after receiving the all clear from a medical practitioner.
- 14.4 Suspension of Mass and Sanitation of the facility should be implemented as follows:
  - a. On receiving notification of an infected parishioner attending Mass, the parish should close down parish Masses and notify Parishioners.
  - b. The Parish should remain closed until the communication and contact tracing process is complete and the facility has undergone a deep clean.
  - c. The deep cleaning process to be coordinated by a task team.

Parishioner / Cleaning staff	Equipment inside the room: — Thermometer: non-oral — Surgical mask — Sanitiser — Wet wipes/hand wipes — Disposable Waste container — Chair
Parish Volunteer	Mass attendance records. Questionnaire and process checklist

15.1 No more than 49 people (priest is the 50th person) should be present in the church during a baptism. It is recommended that each family submit a list of 7 attendees (Infant or catechumen, parents and 4 guests) or a number of attendees discussed with and agreed to by the priest. The list must be inclusive of all people at the baptism. The list must be submitted at least 1 week before the day of the baptism.

15.2 On the day of the baptism the church building must be sanitized before and after the baptism service.

15.3 On the day of the baptism upon arrival at BCC the Security will check all attendees against the list that was submitted. Anyone who was not included on the list will be denied entry into the church premises.

15.4 At the Gate once it has been determined that the attendee is on the list, the Security Guard will then check the temperature of the attendee. Should the attendee have an elevated temperature they will be denied entry into the Church and accordingly be advised to seek further medical attention.

15.5 If the attendee's temperature is normal and provided that they are wearing a face mask, they will be allowed entry. At the entrance of the Church attendees are to sanitize their hands and proceed to sit at the designated decals. At all times attendees are to remain socially distanced.

15.6 At the end of the baptism service attendees must leave the church building one at a time when asked to by the presiding Priest. Attendees must maintain social distancing at all times.

15.7 Once attendees have left the church building they are not to congregate outside of the church building.

15.8 No refreshments may be served at the church before or after the baptism service.

Priest (Celebrant)  
Security Guard  
Parish Secretary

Sanitizers, masks

16.1 Submit a list of 49 (priest is the 50th person) people who will attend the wedding. The list must be inclusive of all people at the wedding including for example a soloist and/or organist and any other functionary at the wedding. The list must be submitted at least 1 week before the day of the wedding.

Preist (Celebrant)  
Security Guard  
Parish Secretary

Sanitizers, masks

16.2 On the day of the wedding the church building must be sanitized before and after the wedding service.

16.3 On the day of the wedding upon arrival at BCC **the security guard** will check all attendees against the list that was submitted. Anyone who was not included on the list will be denied entry into the church premises.

16.4 At the Gate once it has been determined that the attendee is on the list, the Security Guard will then check the temperature of the attendee. Should the attendee have an elevated temperature they will be denied entry into the Church and accordingly be advised to seek further medical attention.

16.5 If the attendees temperature is normal and provided that they are wearing a face mask, they will be allowed entry. At the entrance of the Church attendees are to sanitize their hands and proceed to sit at the designated decals. At all times attendees are to remain socially distanced.

16.6 Throughout the wedding service, the microphone and lectern must be sanitized immediately before and after each speaker.

16.7 At the end of the wedding service attendees must leave the church building one at a time when asked to by the presiding Priest. Attendees must maintain social distancing at all times.

16.8 Once attendees have left the church building they are not to congregate outside of the church building.

16.9 No refreshments may be served at the church before or after the wedding service.

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<p>17.1 All parish staff and volunteers providing service towards the processing of the parishioners (pre, during and post mass), must arrive at least ½ an hour prior to the commencement of mass.</p> <p>17.2 Upon arrival, all staff member and volunteers must meet at the Security gate, where they must sanitize hands. They must proceed to the Parish Office, and conduct the process of full screening: taking of temperatures, completing their names on the register.</p> <p>17.3 It is of utmost importance that all staff members and volunteers who do not feel well should rather not come on service, and should rather call or send a message on the WhatsApp group which will be set up specially for purposes of communication between parish staff members and volunteers.</p> <p>17.4 Any parish staff member or volunteer who runs a temperature exceeding 37.2 degrees Celsius should leave immediately and rather seek medical advice.</p> <p>15.5 The parish staff and volunteers must collect the boxes prepared by the parish administrator, which will include: 4 boxes each containing a thermometer, pens, sanitizer, the speed points, and a register of all parishioners who have booked to attend mass.</p> <p>17.6 The parish staff and volunteers must proceed to the Emmaus Centre to collect 4 folding tables that will be set up in the car park for the pre-screening stations for parishioners.</p> <p>17.7 Once all the tables have been set in the pre-screening section, parishioners can be received for the process of pre-screening before attending mass.</p>	<p>Parish Staff and Volunteers</p>	<p>Sanitizers, masks, plastic aprons, 4 boxes of pre-screening equipment including pens, speed points and registers, screening stickers for parishioners, 4 tressle tables</p>
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18.1 Should the Parish Priest or Assistant Parish Priest become unwell during lockdown and should they so require, the PPC Secretary must be contacted immediately to arrange for either or both of the Priests to receive medical assistance or advice.

PPC Secretary and the PPC

18.2 Should the Parish Priest or Assistant Priest be required to self-isolate the PPC Secretary shall with the assistance of the PPC ensure that necessary arrangements are made to ensure that either or both has the necessary provisions.

18.3 As prescribed in the NICD Guidelines, should the Parish Priest and / or Assistant Priest become sick and/or have tested positive for COVID-19 infections, but not require hospital admission for medical care, either or both shall:

18.3.1 Self-isolate for 14 days from time of positive test in the event that either or both are asymptomatic;

18.3.2 Self-isolate for 14 days from onset of symptoms in the event of mild symptoms

18.4 In the event of 18.3 above, the PPC Secretary with the support of the PPC shall ensure that all necessary provisions and assistance is procured for the duration of section 18.3

NB3: The will be a Tech Team dedicated to assisting Fr with all the oversight of the COVID-19 Policy, Protocols and SOPS. This team must be identified by the PPC. See Policy Doc

**Cost Implications:**

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Costs of PPE
Costs of PPE
Costs of PPE

Costs of PPE

Costing Team to provide estimates based on number of masses / day
Costs of PPE and cleaning chemicals
None















