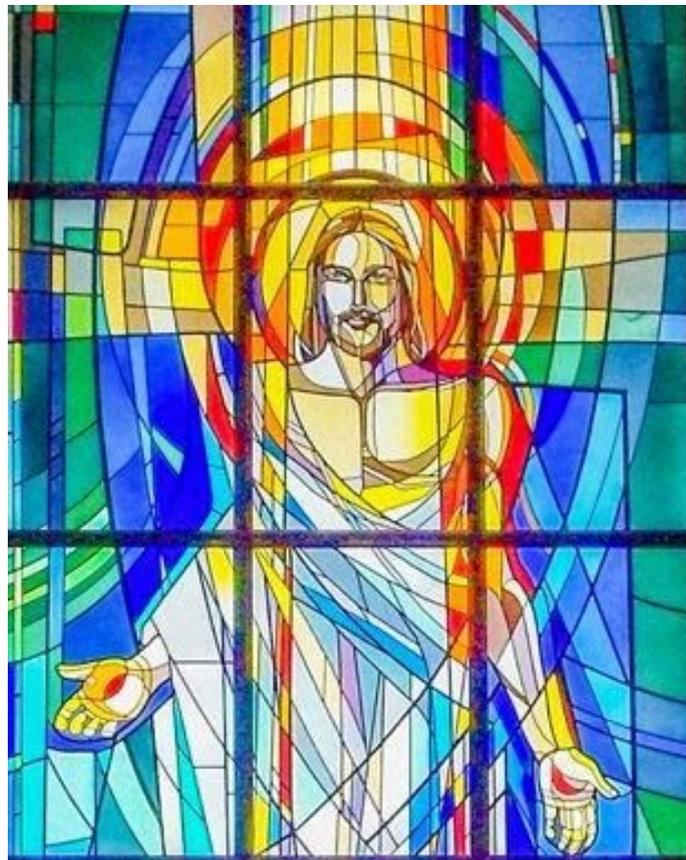


**Policy on the Safe Opening
and Celebration of Masses
at the Church of the Resurrection, Bryanston,
during the COVID 19 Pandemic**



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Process Owners:

The Parish Priest
The PPC

Intent of this Document:

Mindful of the need for the Church of the Resurrection, Bryanston (the Parish) to return to public worship, the Parish Priest, Assistant Parish Priest and the Parish Pastoral Council (the PPC) recognize the need for strict adherence to the regulations and guidelines prescribed by the Government and the Archdiocese of Johannesburg;

Mindful that COVID-19 (Corona Virus Disease 2019) was declared a world-wide pandemic by the World Health Organisation on 11 March 2020, resulting in the pronouncement by South African President Cyril Ramaphosa of a National State of Disaster on 15 March 2020 and subsequently the implementation of a national lockdown from 26 March 2020;

Mindful that the lockdown measures are relaxed and have allowed for the reopening of places of worship during Alert Level 3, the Parish Priest and the PPC recognise that COVID-19 remains a threat to the health of humankind until a suitable vaccine has been found, distributed and administered worldwide;

Therefore, the Parish Priest and the PPC recognise the need to adapt to this new reality by developing protocols and operating procedures for the Parish to reasonably ensure the health and safety of its Priests, Parishioners, Volunteers and Guests during the opening of the Parish and for the duration of the pandemic and during the State of Disaster.

Purpose of the Policy:

The purpose of this Policy is, *inter alia*, to-

- Set out a phased process for the reopening of our Parish for public masses
- Ensure impeccable levels of personal hygiene, especially hand and respiratory hygiene and correct social distancing are expected from every person in attendance at the Mass.
- Ensure operational clarity on all requisite standards during the COVID-19 pandemic and to be certain that the PPC and all Parishioners understand why these operational adjustments are imperative at this time. The application of this Policy will ensure that everyone who enters our Parish for Mass is assured of the highest standards of cleanliness and hygiene on our premises.
- Reinforce our commitment and solidarity to combating the COVID-19 outbreak.
- Deviations of the regulations in this document are not allowed under any circumstances.

Related Documents:

- 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 .
- Regulations issued in terms of Section 27 of the DMA.
- Directives for the Easing of the COVID 19 National Lockdown for Parishes within the Catholic Archdiocese of Johannesburg
- Letter to the Parishioners of the Archdiocese of Cape Town
- The National Institute for Communicable Diseases Guidelines for Quarantine and Isolation in Relation to COVID 19 Exposure and Infection Issued in June 2020

Abbreviations and Definitions

Abbreviation	Description
Child / children	For purposes of this document means any person under 6 years of age.
Comorbidities	Are underlying medical conditions that may increase the risk for severe illness from COVID-19. These medical conditions include: <ul style="list-style-type: none">● Asthma (moderate to severe)● Cerebrovascular disease (affects blood vessels and blood supply to the brain)● Cystic Fibrosis● Hypertension or high blood pressure● Immunocompromised state (weakened immune system)● Neurological conditions, such as dementia● Liver Disease● Pregnancy● Pulmonary Fibrosis● Type 1 Diabetes Melutis
Isolation room	A specifically designated room with a closed door, where any suspected or confirmed COVID-19 person can temporarily wait until assistance secured to safely move such person to alternative venue where they can receive medical attention or advice.
Family	For the purposes of Baptisms during lockdown, 'family' refers to a group consisting of two parents and their child (children) who is (are) to be baptised.

Microfiber cloths	Are cloths made from synthetic fiber finer than one denier or decitex / thread, having a diameter of less than ten micrometres. Microfibre cloths are used for cleaning and germ removal.
Microbac	Refers to Mikrobac forte which is a suitable daily disinfecting maintenance cleaner of water-resistant surfaces.
Parish	The Church of the Resurrection
Parishioners	Regular and registered members of the Church of the Resurrection, Bryanston
Priest	Refers specifically to the Parish Priest and / or Assistant Priest and also referred to as the celebrant in terms of this Policy and in the Standard Operating Procedure
PPE	Equipment that will protect the user against health or safety risks.
Screening Station	Temporary registration and screening tables that will be set up before every mass for the duration of lockdown
Volunteers	Parishioners who will volunteer their time before, during, and after Mass services to assist in ushering, screening, and registering attendees at Mass services.
Vulnerable Group	Includes individuals with comorbidities, persons over the age of 60 and children.

1. Preparing the Parish for Reopening

- 1.1 The Parish shall ensure that the Parish deep cleans the entire church building before opening for public masses following the procedure set out in Section 7 of the DMA.
- 1.2 Parish shall ensure that hand sanitizers with at least 70% alcohol content, or a generic alternative with a similar sanitising effect, as prescribed by the Department of Health are installed and / or placed at all entrances of the church building as well as in the Sacristy and Sanctuary;
- 1.3 The Parish shall ensure that infra-red thermometers are made available and used at the entrance points of the church building;
- 1.4 All pamphlets, pens, information cards, etc., shall be temporarily removed from the backs of chairs/pews;
- 1.5 The Parish shall place posters about the need for maintaining social distancing, wearing of a mask, and the need for non-contact greetings, in the foyer of the church, on all notice boards and on all its social media platforms.

- 1.6 Decals shall be placed on pews, in the isles and at the screening station to ensure social distancing.
- 1.7 The pews shall be marked alphabetically and shall include numerated decals.
- 1.8 Parishioners shall be advised before the first public mass of the measures undertaken to ensure the safe opening of the church and of the alternative platform that has been implemented for those unable to attend mass in person.

2. Mass Times and Location

- 2.1 Online masses shall remain available for those who are unable to attend mass in person
- 2.2 For the duration of Alert Levels 3, 4 and 5 there shall be no weekend masses.
- 2.3 During Alert Level 3 Mass Times shall be on Weekdays at 08:00.
- 2.4 The Parish shall implement a system to assist parishioners in signing up for mass. Such system will entail parishioners calling the Parish Office the day before the mass to register their names and details, and to indicate which mass they will be attending. If attending as a family the names and details of all attendees must be provided.
- 2.5 Parishioners shall not book for a slot a week in advance.
- 2.6 For the duration of lockdown there shall be one slot per parishioner per month.
- 2.7 All surfaces and equipment shall be cleaned before and after each mass to ensure that the Parish is sanitised before the next mass commences.
- 2.8 Volunteers assisting with the screening must not have pre-existing conditions and must be under 60 years of age.

3. Staff and Volunteers

- 3.1 Staff and volunteers cleaning the church building, must wear masks, aprons, goggles and gloves. This PPE must be discarded regularly.
- 3.2 Staff and volunteers assisting with preparations for Mass must be screened upon arrival following the procedure set out in section 17 of **Annexure B**.
- 3.3 Hands and gloves must be washed and sanitised regularly to avoid any possible cross contamination.
- 3.4 Any face touching must be avoided at all cost.

4. Parishioners

4.1 Pre-arrival:

- 4.1.1 Before arriving at the Parish, parishioners must be advised before-hand to register their attendance with the Parish Office.
- 4.1.2 On the day of Mass, Parishioners should be advised to arrive at the Parish one hour before Mass begins to confirm their registration and to undergo the Screening process set out in Section 4 of **Annexure B**.
- 4.1.3 Parishioners shall be advised that only 42 participants are allowed for each mass.

- 4.1.4 For the protection of parishioners who fall within the designated vulnerable group, it is advised that Parishioners over the age of 60, persons with co-morbidities, and children are continue worshipping at home.

4.2 Arrival

- 4.2.1 All parishioners must adhere to social distancing guidelines of 1.5m between each parishioner even before entering the church building.
- 4.2.2 All parishioners will be screened on arrival in accordance with the screening procedure set out in 4.3 below and in accordance with the procedure set out in section 4 of **Annexure B**.

4.3 Screening

- 4.3.1 A screening station will be set-up in the Parkade and every Parishioner must sanitise their hands, complete the Parishioner Register and Screening Document (**Annexure A**) and have their temperature taken with an IR thermometer as set out in Section 4 of **Annexure B**.
- 4.3.2 A Volunteer wearing an apron, mask and gloves, will operate the screening station.
- 4.3.3 The Volunteer must wash their hands every half an hour with soap and water as per prescribed hand washing protocol and sanitise hands between every Parishioner interaction.
- 4.3.4 Each screening station will be equipped with: A Copy of this Policy, A Parishioner Register and Screening Document (**Annexure A**), Pens (sanitised before and after each use), An IR fever scanner, Hand sanitiser and tissues; face masks (for a fee) for those parishioners who arrive without a mask. No mask no entry, a lined foot pedal dustbin, and screened stickers of predetermined colour.
- 4.3.5 Once a parishioner has been cleared to check-in, a sticker will indicate to the Volunteer at the main entrance of the church that the screening process is complete.
- 4.3.6 As set out in section 4 of **Annexure B**, collections can be made using SnapScan, Credit Cards or Debit Orders. Forms will be made available with the church's banking details.

4.4 Mass:

- 4.4.1 If parishioners are from the same household, they can sit together on a single pew in the designated family section.
- 4.4.2 Important notices and events will be placed on the teleprompter and on the screen in the foyer.
- 4.4.3 Bulletins will be handed directly to Parishioners at the screening station;
- 4.4.4 Online giving options are encouraged and alternatively snap scan will be available at the screening station.
- 4.4.5 The lectern shall be cleaned after every use.
- 4.4.6 There will be no singing during this period.
- 4.4.7 The Church must be sanitised before each mass.
- All protocols for social distancing are set out in section 6 of **Annexure B**.

4.5 Tech Teams

- 4.5.1 The tech team shall ensure that it cleans and sanitises microphones, headphones, computers, laptops, etc. after every use.
- 4.5.2 The tech team shall ensure that it rotates the tech team if possible. It must encourage those who feel sick to not come in for mass.
- 4.5.3 The tech team shall continue to facilitate the sharing of the online mass.

4.6 Amenities

- 4.6.1 Public bathrooms must be cleaned normally, then sanitised every hour as set out in section 7 of **Annexure B**.
- 4.6.2 At the end of each day the church pews, door handles, altar, rails and lectern must be sanitized and cleaned.
- 4.6.3 All amenities, including tissue boxes, must be wiped down as set out in section 7 of **Annexure B**.
- 4.6.4 All bathroom surfaces must be cleaned and sanitised as set out in section 7 of **Annexure B**.

4.7 Procedure should a Parishioner, Volunteer or Priest Become Symptomatic on Church Premises

- 4.7.1 In the event that a Parishioner or Volunteer reports that they are experiencing COVID-19 symptoms, the parishioner must immediately be instructed to stay in their car until further notice.
- 4.7.2 The Volunteer must alert the Parish Priest immediately, as well as the NICD and await further instructions from both.
- 4.7.3 The NICD must be contacted on the COVID-19 Hotline Number: 0800 029 999 or the COVID-19 WhatsApp Number: 0600 12 3456.
- 4.7.4 The Parish shall ensure that it has the numbers of their local medical centres, general practitioners, public and private hospitals, readily available.
- 4.7.5 Parishioners and volunteers who have not had direct contact with an infected parishioner, (Definition of contact: being less than 1.5m from the infected person for 15 minutes or more) Do not require quarantine. NB: Most infected people are but completely asymptomatic so every person must be treated as if they were COVID-19 positive.

4.8 Mass: Departure

- 4.8.1 Parishioners must be dismissed in an orderly way to ensure there is social distancing. The procedure set out in section 8 of **Annexure B** must be followed.
- 4.8.2 No refreshments shall be served on the premises during and after mass for the duration of lockdown.
- 4.8.3 The Repository and the Parish Library shall remain closed for the duration of the lockdown.

5. Catechism for Children

There will be no physical Catechism classes during the lockdown. Catechism will continue to be facilitated on-line.

6. Confession

- 6.1 Confessions will be heard strictly by appointment.
- 6.2 Upon arrival at the church for either Confession the procedure set out in section 10 of **Annexure B** must be followed.
- 6.3 At the end of Confession parishioners must depart in an orderly manner, ensuring that social distancing is practiced if there are any other parishioners during this time.

7. Quiet Time (Individual Prayer)

- 7.1 Parishioners wishing to spend Quiet Time at church are allowed to do so between 06:00 and 18:00 without an appointment.
- 7.2 Upon arrival at the church for Quiet Time the procedure set out in section 10 of **Annexure B** must be followed.
- 7.3 Parishioners coming for Quiet Time are required to enter by the side door to the Chapel, and use the sanitizer made available at the door.
- 7.4 Parishioners spending Quiet Time in the side chapel are not allowed to use the occasion to gather or socialise.
- 7.5 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.
- 7.6 At the end of Quiet Time, parishioners must use the disposable wipes that are available in the chapel to wipe the area where they were sitting.
- 7.7 Parishioners must depart in an orderly manner, ensuring that social distancing is practiced if there are any other parishioners during this time.

8. Funerals

- 8.1 In line with Regulation 18 (2) of the DMA, attendance at a funeral is limited to 49 people and will not be regarded as a prohibited gathering.
- 8.2 During a funeral, all hygienic conditions and distancing measures must be adhered to for the limitation of exposure of persons at the funeral to COVID-19.
- 8.3 The procedure set out in section 12 of **Annexure B** must be followed.

9. Baptism

- 9.1 Attendance for Baptisms is at the discretion of the Priest. It is recommended that there should be a maximum of 50 people (49 people with the Priest being the 50th person).
- 9.2 Prior to the Baptism day a list of ? people who will attend the baptism must be submitted to the Parish
- 9.3 On the day of the Baptism the church building must be sanitized before and after the baptismal service.

- 9.4 On the day of the Baptism the procedure set out in section 15 of **Annexure B** shall be followed.
- 9.5 No refreshments may be served at the church before or after the baptism service.

10. Weddings

- 10.1 Attendance for Weddings is limited to 49 people, with the Priest being the 50th person.
- 10.2 Prior to the Wedding day a list of 49 people who will attend the wedding must be submitted to the Parish.
- 10.3 On the day of the Wedding the church building must be sanitized before and after the wedding service.
- 10.4 On the day of the wedding the procedure set out in section 16 of **Annexure B** shall be followed.
- 10.5 No refreshments may be served at the church before or after the wedding.

11. Protocol with respect to the Priests

- 11.1 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.
- 11.2 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.
- 11.3 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:
- 11.3.1 Self-isolate for 14 days from time of positive test in the event that either or both are asymptomatic;
- 11.3.2 Self-isolate for 14 days from onset of symptoms in the event of mild symptoms
- 11.4** In the event of 10.3 above, the PPC Secretary with the support of the PPC shall ensure that all necessary provisions and procedures are put in place following the procedure set out above and in section 18 of **Annexure B**.

Parish Priest: Fr Keith Gordon-Davis

Associate Parish Priest: Fr Tshepo Duik
Parish Pastoral Council: Mrs Janine Mosetlhi

Date: Friday 10th July, 2020

Annexure A: Parishioner Register and Screening Document

RIGHT OF ADMISSION RESERVED NOTE:

As per the regulations to the Disaster Management Act, 2002 published on 17 March 2020, any person who intentionally – 1. misrepresents that he/she/any other person is infected with COVID-19 is guilty of an offence and on conviction can be fined and/or imprisoned (for up to 6 months) 2. Exposes another person to COVID-19 may be prosecuted for an offence, including assault, attempted murder or murder.

Name: _____ Surname: _____

ID/Passport Number: _____

Contact Telephone Number: _____

Emergency contact Number: _____

Temperature reading: _____

HEALTH QUESTIONS:

1. Are you feeling generally well? YES/NO
2. If no, do you have any of the following symptoms:
 - Cough YES/NO
 - Fever | chills YES/NO
 - Sore throat YES/NO
 - Shortness-of-breath YES/NO
3. In the last 14 days, to your knowledge, have you been in close contact with anyone who tested positive for COVID-19 or is awaiting a test result? YES/NO
4. Have you attended | visited a healthcare facility treating patients with COVID-19? YES/NO
5. Are you awaiting test results of a COVID-19 test? YES/NO

NB: Should you become symptomatic within 14 days of attending mass please immediately contact the Parish Office and advise on the date and time that you attended mass so that a contact tracing process can be initiated as set out in Annexure B (the Standard Operating Procedure) and Annexure C.

Signed at The Church of the Resurrection, Bryanston

By:

Full Name of Parishioner

Parishioner's Signature

Date