**Resumption of Public Worship and Pastoral Life of the Parish**

**Key areas of preparation, including points of information that must be imparted to employees and volunteers:**

* No priest or parish secretary should be left to do this task alone. A local support team is required to ensure the sustainability of the measures that have to be put in place.
* Within this support team it may be possible to designate oversight of particular areas, for example continued supply of cleaning equipment and signage, training of parish workers and volunteers, stewarding, cleaning of churches, roster of volunteers and associated paperwork.
* The Parish Covid-19 Employee / Volunteer Return to Work Form **must** be completed and filed by the parish.
* All parish employees and volunteers must be familiarised with procedures for hand hygiene, social distancing and respiratory hygiene and the use of PPE as applicable.
* All parish employees and volunteers must be familiarised with the symptoms of COVID – 19 and what they are to do if they exhibit symptoms. They must also know what to do in regard to informing the parish if they have received a positive test for COVID-19.
* A series of short training videos (produced by the Tuam Province) are available on kandle.ie. Outside of or as part of their training, employees and volunteers should be asked to view the relevant videos. They cover the following areas: 1. Safe and effective use of PPE 2. Stewarding 3. Cleaning 4. Hand Hygiene, respiratory etiquette and physical distancing 5. Communications and Signage 6. Distributing Holy Communion
* In both the training and in the exercise of work and volunteer duties we must lead by example, practicing and demonstrating the social distancing and hand hygiene measures that have been put in place for the safety and reassurance of workers, volunteers and parishioners.
* Volunteers who need specific training include stewards, Extraordinary Ministers of Holy Communion, money counters and those working with the parish Lotto.
* A log should be kept of staff and volunteers to help with contact tracing if needed. This form should include the GDPR Data Privacy Statement provided to parishes by the diocese.
* In these days we must be mindful of the importance of optics. How we are seen to go about physical distancing and hand hygiene in our celebrations of Mass will either reassure or increase the anxiety of people.
* The **Declaration of Readiness Form** must be completed and returned to Bishop’s House **before** public worship recommences. I will sign this document and return a copy to the parish.

**Particular Points:**

* With reference to page 8, XI of the Framework document, care should be taken to avoid contamination of the hosts which are to be consecrated. In practice this might mean covering the ciboria on the corporal, with the presider praying over and elevating a Host on a paten, or placing ciboria on a corporal to the side of the altar.
* The numbers of people accessing the sacristy needs to be managed and kept at an absolute minimum while maintaining physical distancing, particularly around Mass times. For now, Mass bookings should continue to be taken by phone or through the parish office.
* Once public worship and parish life have resumed, every parish should be prepared to review and adapt procedures as necessary in an on-going manner, in accordance to up to date advice.

**Resources:**

The following are available for download on the diocesan website:

* The Framework Document, Declaration of Readiness Form and the Parish Covid-19 Employee / Volunteer Return to Work Form
* The short training videos from the Tuam Province
* Templates of a variety of signs for local use