

**ST PETER'S ITALIAN CHURCH
PHASE ONE PLAN FOR RE-OPENING**

St. Peter's Italian Church will not implement phase one. Phase one required steps that apply are articulated here.

1. An initial cleaning of the church.
 - a. **Deep cleaning of the church will take place the week of June 1, 2010. Deep cleaning will include but not limited to: floors, bathrooms, doors, handles, all high touch surfaces, including walls, Saints, electronic candle stations, railings, altar, pews, stations for missalettes and pencils, and kneeling benches. Barriers to saints will be put in place to discourage the faithful from laying hands on the statues of the saints they venerate. Do not touch signs will also be in place.**
2. A maximum of ten people may be in the church at any one time for private prayer. N/A
3. Only one door should be open for entering the church. N/A
4. A volunteer, wearing gloves and facemask, is to be at the entrance door to make sure that no more than ten persons are in the church at any one time, that those entering clean their hands and wear facemasks, to open the door for those who are entering to avoid multiple persons from touching the door handles, and to take temperature or check for symptoms. N/A
5. Sanitizing materials are to be available outside the church door, as well as additional facemasks for those who fail to bring their own,
 - a. **When open, there will be one ingress and one egress, which also allows for ADA compliance. Two stands will be located near the entrance containing hand sanitizer, sterilized pencils container, contaminated pencils container and contact cards. Due to budget restrictions, masks will only be offered to those who arrive without a covering and will be distributed by attending volunteers as needed. The egress will also contain stands with sanitizer and paper towels.**
6. Holy water is removed from the fonts. Missalettes, songbooks, bibles, prayer books, envelopes, pamphlets, and other items are removed from the pews and doorways of the church.
 - a. **Holy water has been removed from the fonts. Missalettes, songbooks, envelopes, and pencils have been removed from pews. All flyers and envelopes have been removed from the entry area.**
7. A second volunteer, wearing gloves and facemask, is inside the church to monitor those present, accompany those entering to a specific place in the church, and make sure they continue to wear facemasks, not wander around the church, not touch statues and other

items, remain in their assigned place throughout their visit (Stations of the Cross may be done but carefully monitored), proper social distance is maintained. N/A

8. For worshippers who remain longer than fifteen minutes, the name, contact information, location in the church, date and time, and others who come within six feet of them in the church needs to be recorded. How will this be done? N/A
9. When the visitor leaves the church, the area they occupied is to be sanitized. How will this be accomplished.
 - a. **Staff and volunteer team will disinfect all pews and benches after each Mass.**
 - i. **Facility manager will pre-mix sanitizer.**
 - ii. **Volunteers will be instructed that sanitizer must remain on benches for 10 minutes before wiping.**
10. Any points of contact in the church where more than one person is likely to touch them, such as doorknobs, handrails, etc. are to be sanitized daily.
 - a. **All high touch areas will be disinfected daily.**

PHASE TWO PLAN FOR RE-OPENING

Small celebrations will take place in the church.

Weekend mass will take place in the hall.

ESSENTIAL ELEMENTS: The following issues must be included in the church re-opening plan.

1. What steps are being taken to deep clean the church and parish offices before they are re-opened to the public?
 - a. **Deep cleaning of the church will take place the week of June 1, 2010. Deep cleaning will include but not limited to cleaning and disinfecting: floors, bathroom, doors, handles, all high touch/points of contact surfaces, including walls, saints, electronic candle stations, railings, altar, pews, stations for missalettes and pencils, and kneeling benches. Barriers to saints will be put in place to discourage the faithful from laying hands on the statues of the saints they venerate. Do not touch signs will be in place.**
 - b. **The parish office and entryways will be deep cleaned with the same detail as the church.**
2. How will you select the people (e.g., 100 persons or 25% of church capacity, whichever number is smaller) permitted to attend at any one time? What type of reservation system will you be using?
 - i. **After Church or hall has met capacity, the doors are closed.**
3. How will you limit the number of people entering the church in conformity with the restricted requirement?
 - a. **Volunteers will (lovingly) restrict access to the church or hall when we have reached capacity.**
4. How will you notify parishioners of the requirement to limit to a specific number those permitted to enter the church for Mass and Sacraments?
 - a. **A video will be created by the Pastor and uploaded to Facebook.**
 - b. **An announcement will be placed on the website.**
 - c. **Handouts will be distributed at the end of Mass with instructions.**
5. How might you arrange for people to attend Mass, if they can, on a weekday rather than Saturday night or Sunday, thereby leaving weekend slots available for those who cannot attend during the week?
 - a. **There will be no weekday nor vigil mass.**
6. How will you prohibit others from entering the church once the maximum number has been reached?
 - a. **Volunteers will (lovingly) restrict access to the church or hall when we have reached the prescribed capacity.**
 - b. **A sign will be placed on the door to communicate that the church or hall has reached its maximum capacity.**
 - c. **The door will be closed and locked, with a volunteer present.**

7. What are the procedures for entering and leaving both the church building and the parking facilities to assure that proper distancing is maintained?
 - a. **Parishioners will enter the church through the North door, which is ADA accessible.**
 - b. **Volunteers will greet all visitors, ask if they have any of the posted symptoms, ensure they use hand sanitizer, have a mask, and guide them to the volunteer who will seat them.**
 - c. **Isles will be marked with six-foot indicators to assist parishioners in maintaining distance.**
8. How will parking arrangements be made so that only every other parking space is used?
 - a. **Parking will be restricted. Every other parking space will be coned with “no parking” signage. A volunteer will be in the parking lot to assist parishioners and guide them to additional parking when the lot is at capacity.**
 - b. **When the lot is full, volunteers will guide parishioners to drop off area.**
9. How will you arrange for people to sanitize their hands before entering the church?
 - a. **There will be one ingress and one egress, which also allows for ADA compliance. Two stands will be located near the entrance containing sanitizer, contact cards, sterilized pencils container, contaminated pencils container. Due to budget restrictions, masks will only be offered to those who arrive without a covering and will be distributed by attending volunteers as needed. The egress will also contain stands with sanitizer and paper towels.**
10. What arrangements are there to take the temperature of each person who enters or, if not, how will check each person for symptoms (e.g., what questions will be asked)?
 - a. **A posted sign in English, Italian, and Spanish will ask the following questions: Are you experiencing any of the following symptoms?**
 - i. **Fever of more than 100.4?**
 - ii. **Sore throat?**
 - iii. **Are you coughing or sneezing?**
 - iv. **Are you experiencing body aches.**
 - v. **Have you been caring for or been in contact with someone diagnosed with or showing symptoms of COVID-10**
 - b. **The volunteer will ask if the parishioner can answer yes to any of these questions.**
11. How will you monitor the wearing of face masks?
 - a. **Masks will be required to enter. If someone arrives without a mask, the volunteer will offer one. If someone refuses to wear a mask, we will ask them to wait to return when restrictions have been discontinued.**
12. How will you mark or identify the specific places where people may sit and restrict the places where they may not?
 - a. **Signs will be placed on the back of pews, indicating “welcome and seat number”. Volunteers will seat people making sure that the next guest will be seated at the proper distance.**
13. How will you arrange for music, congregational singing, responses, etc.?

- a. Each Mass will have a cantor and accompanist only.**
 - b. The priest will instruct at the beginning of Mass about the singing.**
- 14. How will you take up and care for the collection so that people do not touch collection baskets, receptacles, money bags, the safe, etc.; have hand sanitizer available for the ushers who must handle the collection.
 - a. Donation box will be placed at the exit for donations.**
 - b. No money handlers. Pastor and priest in residence will remove basket and place money in a disposable bag. Gloves will be used to transfer money.**
- 15. How will you maintain proper distancing where people are sitting in the church?
 - a. Signs will be placed on the back of pews, indicating seat number. Volunteers will seat people at the prescribed distance.**
 - b. In church, to maintain the required distance, there will be one empty pew between each occupied one.**
- 16. How will you arrange for Communion to be distributed, including maintaining proper social distance as people approach the sanctuary (e.g., will there be distance markers on the floor, etc.)? Who will distribute Communion? What will be done in case contact is made between the priest/eucharistic minister and the communicant? When will Communion be distributed (at the regular time or at the end of Mass so people may immediately exit the church if they wish)?
 - a. The priest will distribute Communion.**
 - b. Distance markers will be on the floor.**
 - c. Hand sanitizer will be available for the priest to sanitize hands if contact is made with the communicant.**
 - d. Communion will be distributed at the end of Mass, as people exit.**
- 17. How will people be dismissed from the church building so that social distance is maintained while exiting?
 - a. Volunteer/usher will guide parishioners from their seat to communion and then exit, maintaining social distancing as marked on the floor.**
 - b. Volunteer/usher will maintain proper distance between themselves and the parishioners they are guiding for Communion and exit.**
- 18. How will the church building and the toilet areas be sanitized after each Mass or after the occupation of a pew for private prayer?
 - a. Staff will sanitize bathrooms between each Mass.**
 - b. Volunteers and staff will sanitize the pews or chairs between each Mass.**
 - c. The church will not be open for private prayer.**
 - d. Containers with spray sanitizer bottles, gloves, and paper towels will be available for volunteers to use during the sanitation process.**
 - e. The podium, microphone, and common use keyboard will be sanitized.**
- 19. What kind of signage will be used in and outside the church building to direct people and remind them about their responsibility to keep the right social distance, wear facemasks, and wash or sanitize their hands?
 - a. Signage will be posted at the entrance in three languages, English, Spanish and Italian.**

20. What steps are being taken to re-open the parish offices (e.g., when will they be open to the public, who will be there and when, who can enter and for what reasons, how will proper distancing be maintained, etc.)?
- a. **“Office safety protocols before opening for business” will be implemented.**
 - b. **“Office safety protocols while opened for business” will be implemented and maintained.**
 - c. **Deep cleaning will take place before opening.**
 - d. **Self-assessment protocols will be in place for all office volunteers.**
 - e. **Only the south entrance (small parking lot entrance) will be utilized.**
 - f. **If guests need to wait, the seating area will be sanitized between guests.**
 - g. **All guests must wear masks.**
 - h. **Hand sanitizer will be available at the door and in the office.**
 - i. **Proper physical distancing will be maintained by guest chairs placement in the office.**
 - j. **All books, pamphlets, brochures, and other written materials will be removed from the common area.**
 - k. **Pens used by guests will be disinfected after use.**
 - l. **High touch areas, including the phone, will be sanitized throughout the day. Sanitizing will be done to ensure that priests who may answer the phone in the office are not a risk.**
 - m. **Frequently distributed flyers: marriage, baptism, religious education requirements are available online, and brochures will be available for distribution by office volunteers.**
 - n. **We are in a period of transition. Who will be present, and office hours, are yet to be determined.**
 - o. **All protocols will be posted at the entrance to the building.**
21. How many volunteers will you need throughout the week, at Mass times, for special liturgical events (baptisms, weddings, funerals), and how will they be recruited, trained, and scheduled?
- a. **Two volunteers will be present for special liturgical events.**
 - b. **Sunday Mass: two volunteers at the entrance to welcome and ensure compliance with guidelines/requirements for entry.**
 - c. **Two volunteer(s) will seat parishioners.**
 - d. **Two volunteers to clean, eventually helped by the others on duty.**
 - e. **Initial volunteers will be recruited through parish ministries and phone calls.**
 - f. **Training will be through the distribution of guidelines and instructions via e-mail.**
 - g. **Initial training will be scheduled 45 minutes prior to the first Mass.**
 - h. **Subsequent scheduling will be conducted via e-mail, signup at Mass, and via calls to the office.**
22. How and where will you arrange for confessions to be heard? Outdoor locations are preferred, but the distance between confessor and penitent must be maintained, the confidentiality of the sacrament must be assured, the distance between penitents in line

must be arranged, and any contact, such as touching the penitent head during absolution, must be eliminated.

- a. Confession will be scheduled Saturday from 5 p.m. to 6 p.m. in the rectory office.**
 - b. If someone requires an accessible space, confession will take place outside.**
23. Besides the church building, what other areas are being prepared for use by the congregation (e.g., parish hall, lawn area, plaza, courtyard) and how will these areas be used, cleaned, sanitized and otherwise made ready for congregational use? How many people will these areas accommodate?
 - a. Deep cleaning will take place in the hall prior to opening.**
 - b. The hall will be utilized for Sunday mass.**
 - c. All existing protocols for the church will be observed for the hall.**
 - d. Only the ADA compliant door will be utilized for entrance and exit.**
 - e. Chair will be placed at the required distance and numbered.**
 - f. The hall will accommodate the 100-maximum capacity.**
24. If you intend to use the parking lot for any outdoor services, what are they and how many people (in or out of cars) do you anticipate accommodating?
 - a. Not applicable at St. Peter's Italian church.**
25. Who will direct and oversee the faithful implementation of the parish re-opening plan?
 - a. Fr. Louis Piran, c.s. or Michelle Noordhof.**

CONTACT TRACING.

St. Peter Italian Church will implement the "self-tracing" method recommended by the Archdiocese of Los Angeles.

- St. Peter's will label each place in the church building where people will be allowed to sit, using a numbering system 1-46 printed seat numbers will be affixed to the pews.
- When mass is held in Casa Italiana, each seating area will be labeled using a numbering system 1-100. A layout will be kept on file.
- Each time people enter the church or the hall they are given a pre-printed card to fill out, take home, and keep. The card will ask for these points of information: *Name*, *contact number* (ideally cell phone), *date of visit* (e.g., June 3), *time of visit* (e.g., 10:00 AM), *length of visit* (e.g., fifteen minutes, one hour, etc.), *seat number* (e.g., seat 87). See attachment A. People will be instructed to fill the card(s).
- If a person becomes sick with the virus, he/she notifies the parish and gives the parish staff member a list of all the times, dates, and seats where the person had been in the church during the period of sixteen days before coming down with the virus.

- The parish staff sends out notifications to the parish at large that state the following: “A parishioner visiting the church has come down with the virus. This parishioner was in the church building on June 3 from 9:00-10:20 AM in seat 87, June 7 from 10:00-11:00 AM in seat 46, and June 14 from 12:00 noon – 1:00P M in seat 32. If you were in the church building on any of those dates at those noted times and may have been in near contact with where that person was sitting, you are advised to monitor yourself for symptoms and may want to check with your doctor or obtain a virus test. Our concern is your health.”

VOLUNTEERS: A core of volunteers will need to be selected, trained, and scheduled to perform specific duties anytime the church building will be opened. The number of volunteers will vary, depending on weather the church is open for private prayer, for Mass, or for Sacramental celebrations such as baptisms, weddings, and funerals. Volunteers will be needed to perform the following functions:

To screen each person who enters for temperature and/or symptoms.

To make sure that each person sanitizes his/her hands before entering the church.

To open the door for those entering.

To usher those entering to specific prearranged spots in the church.

To monitor the behavior of those who enter so that they do not wander around in the church, touch what they are not permitted to touch, failure to maintain social distancing, or remove their face masks.

To note the name, contact information, location in the church, date and time, and others nearest to them in the church any time a person stays inside longer than 15 minutes.

To sanitize (or supervise the sanitation of) the pews, kneelers, and arm and hand rests each time the congregant leaves the church.

To maintain the cleansing and sanitizing of toilet areas throughout the day and before and after each Mass or liturgical celebration.

To serve liturgical functions.

To take care of handling the collection.

To monitor and direct the parking of cars.

ADDITIONAL ASSURANCES: Your parish re-opening plan must contain statements that the following assurances will be met.

1. All hymn books, missalettes, envelopes, and all other items will be removed from the pews and doorways of the church and the building regularly policed to make sure that nothing is available for people to touch?
2. For the foreseeable future, the offertory procession of the gifts and any form of touching, such as a handshake at the sign of peace and the holding of hands at the Our Father will be dispensed with.
3. The parish will have on hand a supply of face extra facemasks for anyone showing up without their own.
4. Disposable gloves and other protective equipment will be provided for those staff members and volunteers who are expected to wear them.
5. Shared liturgical clothing will be dispensed with, e.g., cassocks, surpluses, cinctures, and albs for altar servers, eucharistic ministers and others will be dispensed with. Priests will not share vestments and albs; chasubles need not be worn if sharing a chasuble would otherwise be required.
6. Holy water fonts and baptismal pools and fonts will be left dry.

7. Any points of contact in the church where more than one person is likely to touch them, such as doorknobs, handrails, etc. are to be sanitized daily and before and after each Mass or service.
8. Microphones will be sanitized after each use.
9. Communion will be given only in the hand and only under the form of consecrated bread. The priest/eucharist minister will wear a facemask while distributing Communion and will sanitize his/her hands before and after distributing Communion.
10. The ministers and congregation will wear facemasks at all time in the church and on the parish campus. The priest need not wear a facemask (except while giving Communion and anytime he is within six feet of another person) as long as he is at least six feet away from anyone else.
11. Doors and windows will be left open whenever possible to provide healthy ventilation.
12. A printed schedule for frequent and/or regular cleaning and sanitizing of facilities and equipment has been established.
13. All necessary and recommended cleaning and sanitizing products and equipment have been obtained.