

# OKLAHOMA TOTUS TUUS 2021

## COVID-19 Policies & Procedures Diocese of Tulsa & Archdiocese of Oklahoma City

1. **Quarantine & Screening**—Each Totus Tuus Parish Coordinator should make reasonable efforts to educate employees, volunteers, families, children, and youth about the importance of “staying home when appropriate” according to the Centers for Disease Control (“CDC”) or the local health department materials and guidelines. These include:
  - 1.1 Employees, volunteers, and the parents on behalf of the minor participant (“Participant”) should immediately report to the Totus Tuus Parish Coordinator or his or her delegate if they or the Participant are sick, have tested positive for COVID-19, or have recently had close contact with a person with COVID-19 as defined by public health guidelines;
  - 1.2 Employees, volunteers, and Participants who have tested positive for COVID-19 or who have recently had close contact with a person with COVID-19 and chooses not to be tested and reports no symptoms, must stay home and quarantine for a minimum period of ten (10) days before returning to Totus Tuus unless otherwise determined by the Totus Tuus Parish Coordinator in consultation with local health officials. If the person receives a negative test result and reports no symptoms, the person may return after seven (7) days unless otherwise determined by the Totus Tuus Parish Coordinator in consultation with local health officials. Totus Tuus Parish Coordinators, in their sole discretion, may ask persons to stay home from Totus Tuus pursuant to the provisions contained herein and in consultation with the Director of Totus Tuus of Oklahoma;
  - 1.3 Employees, volunteers, and Participants who are sick but have no knowledge of being in contact with someone who has COVID-19 and are not presenting symptoms of COVID-19 should (i) stay home and monitor their health for COVID-19 symptoms (ii) may not return to Totus Tuus for at least twenty-four (24) hours after no longer having a fever without the use of any fever-reducing medications;
  - 1.4 Participants in the same classroom as another Participant who tests positive for COVID-19 will undergo a mandatory ten (10) day quarantine or seven (7) day quarantine pursuant to the conditions described in **Section 1.2**, unless otherwise determined by the Totus Tuus Parish Coordinator and the local health officials. If the Participant who tests positive has siblings in the same household who also attend Totus Tuus, then all such siblings will also undergo a mandatory quarantine unless otherwise determined by the Totus Tuus Parish Coordinator and the local health officials—the quarantine for siblings in the same household extends up to the positive Participant’s first day of no longer having a fever without the use of medication (and with improved respiratory function) and continues for ten (10) days afterward.
  - 1.5 Participants in the same classroom as another Participant who is potentially exposed to COVID-19 but has not tested positive may be asked to undergo a ten (10) day quarantine or seven (7) day quarantine (see **Section 1.2**) as determined by the Totus Tuus Parish Coordinator and the local health officials. If the Participant who was potentially exposed but has not tested positive has siblings in the same household who also attend Totus Tuus, then all such siblings may also undergo

a quarantine as determined by the Totus Tuus Parish Coordinator and the local health officials—the quarantine for siblings in the same household extends up to the exposed Participant’s first day of no longer having a fever without the use of medication (and with improved respiratory function) and continues for ten (10) days or seven (7) days (see **Section 1.2**) afterward.

- 1.6** Totus Tuus Parish Coordinators should notify local health officials and the Director of Totus Tuus of Oklahoma of any possible exposures or self-reports of COVID-19 and defer to the guidance of local health officials on addressing any health-related issues in consultation with the Director of Totus Tuus of Oklahoma.
- 1.7** Totus Tuus Parish Coordinators should notify employees, volunteers, families, Participants, and the Director of Totus Tuus of Oklahoma of any exposures or potential exposures and the measures being taken to address them pursuant to the directions of local health officials and the Director of Totus Tuus of Oklahoma and with due deference all confidentiality considerations.
- 1.8** In addition, each Totus Tuus Parish Coordinator should adopt procedures that address: (i) isolating potentially ill Participants while still on campus; (ii) providing PPE and other precautions for employees who must work with potentially ill Participants; and (iii) protocols for sanitizing said isolation area and related high-touch surfaces.

**2. Hand Hygiene and Respiratory Etiquette**—Each Totus Tuus Parish Coordinator should make reasonable efforts to educate employees, families, and Participants about the importance of good hand hygiene and respiratory etiquette by either using materials in accordance with or produced by the CDC or local health officials.

- 2.1** Teach and reinforce handwashing with soap and water for at least twenty (20) seconds and increase monitoring to increase adherence amongst employees and Participants.
- 2.2** Make reasonable efforts to provide soap at all handwashing locations for employees and Participants and to provide hand sanitizer that contains at least 60% alcohol for employees and older Participants who may safely use said product.
- 2.3** Encourage employees and Participants to cover coughs and sneezes with a tissue, if possible, or to cough into the inner elbow; used tissues should be thrown in the trash and hands washed immediately with soap and water or, if not readily available, hand sanitizer may be used for older Participants.

**3. Cloth Face Coverings**— Each Totus Tuus Parish Coordinator should make reasonable efforts to educate employees, families, and Participants about the importance of the use of cloth face coverings (i.e., masks) by using educative materials in accordance with or produced by the CDC or local health officials. To date, the CDC holds, “Face coverings should be worn by staff and Participants (particularly older Participants) as feasible and are most essential in times when physical distancing is difficult;” and, “individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, Participants, and Participants’ families on proper use, removal, and washing of cloth face coverings.” Moreover, the CDC states that “cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.”

The Diocese, in consultation with local health officials, sets forth the following:

- 3.1** While reserving all rights and privileges afforded to the Diocese as a religious entity, those parishes within the city of Tulsa should comply with the “Face Covering and Social Distancing During COVID19 Pandemic Civil Emergency” ordinance executed on July 16, 2020. In sum, according to the ordinance, at all times all adult persons (e.g., employees, volunteers, parents, etc.) are mandated to wear a face covering when present in a parish except for when employees (or volunteers) are in “offices and workplaces that are not” being used to serve Participants or the public and social distancing may be maintained. The mandate does not apply to persons under ten (10) years of age. It does apply to outdoor activities where social distancing cannot be maintained except for “the playing surface of any athletic facility during organized activities and practices.” Totus Tuus Parish Coordinators may contact the Director of Totus Tuus of Oklahoma for further clarification regarding the ordinance.
  - 3.2** Parishes under municipal mask-mandates outside the City of Tulsa should voluntarily comply with such orders when hosting Totus Tuus 2021. If a parish is unsure of how their local mask mandate affects their ministries, they are to contact the Chancellor of the Diocese or of the Archdiocese, respectively.
  - 3.3** Face coverings, whether cloth or other suitable material, are **required** for all employees at all times when social distancing is not feasible, e.g., a teacher presenting to a class in which there is a proper social distance between the teacher and the first row of Participants would not have to wear a mask but if the teacher went to assist a particular student, a mask should be worn. Totus Tuus Parish Coordinators reserve the right to ask certain employees, pursuant to their job duties and/or in consideration of the health of persons served or otherwise involved, to wear a mask at specific or at all times. While local health officials confirm that masks are a better defense against exposure than face shields, teachers may, especially those serving Participants in lower grades, opt to use a face shield; so, Participants can see their different facial expressions, which are particularly important when instructing younger Participants.
  - 3.4** Masks, whether cloth or other suitable material, are highly recommended for all Participants who may feasibly and safely wear a mask during the school day when social distancing is not possible or feasible.
  - 3.5** Masks should not be worn by (i) any student who has trouble breathing (ii) any employee who has a written medical exemption and (iii) anyone who is incapacitated or otherwise unable to remove mask without assistance.
  - 3.6** This **Section 3** may be modified by the Director of Totus Tuus of Oklahoma, in consultation with the Totus Tuus Parish Coordinator and the pastor, to meet the particular needs or challenges at a location.
- 4. Adequate Supplies**—In general, Totus Tuus Parish Coordinators should make reasonable efforts to support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least sixty (60) percent alcohol (for employees and older Participants who can safely use hand sanitizer),

paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.

5. **Signs & Messaging**—Totus Tuus Parish Coordinators should make reasonable efforts to communicate the guidelines and policies contained herein to employees, families, and Participants. Free signage, templates, etc., are available on the CDC website.

### **Maintaining Healthy Environments**

6. **General Cleaning & Disinfection**—Each Totus Tuus Parish Coordinator should adopt a set routine and schedule of sanitization that is feasible and pertinent to their facilities and local resources. The following general guidelines should assist the Totus Tuus Parish Coordinator in adopted more specific guidelines.
  - 6.1 “Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.”
  - 6.2 Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from Participants. Use products that meet EPA disinfection criteria.
  - 6.3 Cleaning products should not be used near Participants, and employees should make reasonable efforts that there is adequate ventilation when using these products to prevent student or themselves from inhaling toxic fumes.
7. **Sanitization of Shared Objects**—Totus Tuus Parish Coordinators, in general, should discourage sharing of items that are difficult to clean or disinfect. Moreover, it is recommended to keep each Participants’ belonging separated from others’ and in individually labeled containers, cubbies, or areas. Make reasonable efforts to provide adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of Participants at a time and clean and disinfect between use. Avoid sharing electronic devices, toys, books, and other games or learning aids.
8. **Ventilation**—Make reasonable efforts to provide that ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to Participants using the facility.
9. **Water Systems**— “To minimize the risk of Legionnaire’s disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized but encourage staff and Participants to bring their own water to minimize use and touching of water fountains.”
10. **Modified Classroom Layouts**—Totus Tuus Parish Coordinators should make reasonable efforts to (i) space seating/desks at least six (6) feet apart when feasible, (ii) turn desks to face in the same direction

(rather than facing each other), or have Participants sit on only one side of tables, spaced apart, (iii) make any other effort, as reasonable, to promote social distancing in the classrooms and other communal spaces.

- 11. Physical Barriers & Guides**—Totus Tuus Parish Coordinators may, as reasonable and resources permit, (i) install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least six (6) feet apart (e.g., reception desks), and (ii) provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and Participants remain at least six (6) feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).
- 12. Communal Spaces**—Totus Tuus Parish Coordinators may, regarding communal spaces, e.g., dining halls, playground equipment, etc., (i) close such communal spaces, (ii) stagger the use of such spaces, implement social distancing, and adopt routines of sanitization, (iii) add physical barriers, as discussed above, to such communal spaces, or (iv) any reasonable approach that adopts the various guidelines provided herein.
- 13. Food Services**—Totus Tuus Parish Coordinators may adopt any of the following guidelines pursuant to how their food services are provided at their locations:
  - 13.1** Have student bring their own meals as feasible or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of student with food allergies.
  - 13.2** “Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.”
  - 13.3** If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of Participants with food allergies.
  - 13.4** Mitigate or suspend shared snacks and other communal meals for celebrations and other activities.

### **Maintaining Healthy Operations**

- 14. Vulnerable Employees & Participants**—Each Totus Tuus Parish Coordinator should communicate an openness to work with and listen to employees or Participants who may present a higher risk to COVID-19 due to some health vulnerability, e.g., over the age of sixty-five (65) and/or underlying medical conditions. Regarding employees, Totus Tuus Parish Coordinators should consult the Director of Totus Tuus of Oklahoma and diocesan legal counsel when making human resource (“HR”) decisions. Regarding Participants, Totus Tuus Parish Coordinators should discern options that may limit the student’s exposure risk.
- 15. Visitors on Campus**—Each Totus Tuus Parish Coordinator should strictly limit any nonessential visitors (including parents), volunteers, and activities involving external groups or organizations as possible—

especially with individuals who are not from the local geographic area (e.g., community, town, city, county). Any visitors to Totus Tuus are subject to the mask requirements of **Section 3**.

- 16. Sports & Similar Activities**—Each Totus Tuus Parish Coordinator should “pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.” The capacity of gymnasiums and other facilities should be strictly limited to a total occupancy based on social distancing. Some suggestions for each sporting event include, but are not limited to: masks for coaches and spectators, limiting huddles, no handshaking or “high-fives” between teams; no sharing of sporting equipment, clothing, towels, and beverages, designated in and out doors for each facility, and no access to communal drinking fountains.
- 17. Identifying Small Groups and Keeping Them Together (Cohorting)**—Each Totus Tuus Parish Coordinator should make reasonable efforts to ensure that employee and student groupings are as static as possible by having the same group of Participants stay with the same staff. Overall, limit mixing between groups if possible.
- 18. Staggered Scheduling for both Employees and Participants**—Totus Tuus Parish Coordinators may adopt procedures to “stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible” and provide flexible worksites and hours for employees pursuant to diocesan HR guidelines. Parking lot triage may also be adopted to assist with timely drop off of Participants each day, which would include children remaining in vehicles while school staff take temperatures before Participants exit vehicles. Totus Tuus Parish Coordinators may also adopt an employee triage station for employees to check in each day upon arrival where their temperatures will be taken.
- 19. Designated COVID-19 Point of Contact**—Totus Tuus Parish Coordinator should “designate a staff person to be responsible for responding to COVID-19 concerns” and communicate with all employees, families, and Participants in order that all stakeholders at the school know who this person is and how to contact them. Should an ambulance need to be called for a sick student or employee, the designated staff shall not alert 9-1-1 that the party in question has COVID-19, but that he/she is exhibiting symptoms of respiratory distress, etc. Parish staff do not have the authority to diagnose any disease but should prepare emergency responders appropriately.
- 20. Staffing & Training**—Totus Tuus Parish Coordinator should make reasonable efforts to train employees on the safety protocols contained herein and create a roster of “trained back-up staff” that could assist when an employee is quarantined.
- 21. Temperature & Symptoms**—The Totus Tuus Parish Coordinator may establish routine temperature screenings or symptom checks for both employees and Participants pursuant to the most updated CDC guidelines regarding symptoms. Pursuant to the CDC, a fever constitutes “the temperature of 100.4°F [38 °C] or greater, or feels warm to the touch, or gives a history of feeling feverish) accompanied by one or more of the following: skin rash, difficulty breathing, persistent cough, decreased consciousness or confusion of recent onset, new unexplained bruising or bleeding (without previous injury), persistent diarrhea, persistent vomiting (other than air sickness), headache with stiff neck, or appears obviously unwell.”

- 22. Documentation**—The following documentation is necessary for the various groups participating in Totus Tuus 2021:
- 22.1 Participants are required to complete the *Oklahoma Totus Tuus 2021: Enrollment Form* and the *Annual Permission Form & General Release: Religious Education & Youth Activities for the Diocese* for those in the Diocese and the **NAME OF ARCHDIOCESAN DOCUMENT** for those in the Archdiocese.
- 22.2 Those providing host homes for the Team Members are required to sign the *COVID-19 Liability Release & Waiver for Adults & Any Minors Under Their Care*.
- 23. Changes to these Policies**—These policies and procedures are subject to change pursuant to changes in guidance from the CDC or local health officials or as necessary by pursuant to the discretion of the Director of Totus Tuus of Oklahoma.
- 24. Mass, Adoration & Confession**—The Totus Tuus Coordinator should read and understand the respective COVID-19 policies and procedures concerning the Mass and sacraments promulgated by the Diocese and the Archdiocese.
- 25. Host Homes & Dinners**—Missionaries will be provided disinfectant spray and disinfectant wipes for use at host homes. Prior to daily departure, missionaries will spray their designated areas with disinfectant spray and wipe down high-volume surfaces. The Diocese will provide the necessary cleaning products. Missionaries will wear masks within the host home at all times, as reasonable, except during meal and sleeping times. Lodging options for Saturday evening to Saturday morning may include any of the following options at the decision and expense of the parish: Host Homes, Hotel, Air BNB, or a Closed Convent. Families are highly encouraged to bring dinner and eat with missionaries at the Parish Hall.
- 24. Archdiocesan Policy**—The Archdiocese of Oklahoma City reserves the right to request participating parishes within its jurisdiction to adhere to additional or stricter provisions.

End of Policies