

# **TENTATIVE COVID-19 Accommodation Recommendations & Requirements for Parishes to Host Totus Tuus of Oklahoma**

(All Recommendations & Requirements Listed Herein are Subject to Change)

## **Quarantine & Screening**

- Those who are experiencing COVID-19 symptoms, have had a known exposure or positive test result in the last 10 days, or have had a fever of 100.4 or greater in the past 48 consecutive hours, are asked to remain at home.
- Temperatures will be taken upon arrival for daytime and evening programs using the thermometer provided by the Diocese of Tulsa. Those with a temperature of 100.4 or greater will be asked to return home. They may return if they remain afebrile and symptom free for 48 consecutive hours without the aid of antipyretic medications (Tylenol, ibuprofen etc.).
- Those who have been afebrile, but exhibit symptoms of COVID-19 or other communicable diseases (ie. flu, strep), such as mild to severe cough, difficulty breathing, headache, nausea, or severe respiratory distress, will be asked to remain at home to minimize community spread.
- If a parish is notified of a person(s) who has tested positive attended or volunteered at Totus Tuus, the pastor or his delegate should contact:
  - Local health officials and follow directions regarding any necessary communications, additional sanitization efforts, or quarantines.
  - Totus Tuus of Oklahoma Director or Coordinator must also be contacted immediately. Sarah Jameson, Director, 918/497-0120, or Marlana Esparza, Coordinator, 806/241-8793.
  - Pertinent families, employees, and minors must be notified of any exposures and the measures being taken to address them pursuant to the directions of the local health officials and with due deference to HIPAA and all other confidentiality considerations.
    - The Pastor and Parish Coordinator per local health officials' directives determine whether Totus Tuus will continue or cancel for the remainder of the week. The Totus Tuus of Oklahoma Director or Coordinator must be contacted immediately with the decision.
    - Minimally, the affected classroom will be notified, and dismissed home to monitor for symptoms.
    - Affected Totus Tuus teacher will remain in close contact with the Totus Tuus of Oklahoma Director or Coordinator and may return to ministry if they remain symptom free and afebrile for 48 consecutive hours without the aid of antipyretic medications (Tylenol, ibuprofen etc.).

## **Documentation**

- The enrollment form includes language regarding risk for potential exposure to and mitigation of COVID-19.
  - An enrollment form AND liability form must be on file for every child and/or youth attending Totus Tuus of Oklahoma.
  - Parish volunteers, host homes (meals or lodging), and staff are highly encouraged to sign a *COVID-19 Liability Release & Waiver* acknowledging risk to exposure.
- *Retention Policy*: Diocese of Tulsa entities are required to store and otherwise retain this document for a period of two (2) years from the year the minor listed reaches eighteen (18) years old. A digital copy of this document is sufficient for the purposes of this retention policy. This document, hardcopy or digital, may be provided to the Chancery for storage at the discretion of the diocesan entity.

## Promotions

- Enrollment forms, made available online at [Parish Details](#), must include the following:  
"RISKS ASSOCIATED WITH CORONAVIRUS/COVID-19: Coronavirus Disease 2019 (COVID-19) has sickened thousands and killed hundreds in Oklahoma. There is substantial evidence of community spread of COVID-19 throughout Oklahoma and most other states. Totus Tuus of Oklahoma and \_\_\_\_\_ Church are following guidance from the U.S. Centers for Disease Control and Prevention, the Oklahoma State Department of Health and other agencies, and has implemented social distancing measures, increased hand-washing and other hygienic practices, and frequent cleaning of common surfaces. Despite such precautions, the risks associated with transmission of COVID-19 remain high. Missionaries travel all over the state to administer Totus Tuus at \_\_\_\_\_ Church. In addition, the nature of many activities makes it impossible to observe all of the recommended precautions all of the time; for example, individuals will not always be six feet apart, surfaces will not always be free of viruses and other infectants, etc. As a result of participation in the activities of the ministry and proximity to other participants, you or your child will be exposed to the risk of infection of communicable diseases, including COVID-19. Symptoms associated with COVID-19 range from mild to severe, and include fever, cough, difficulty breathing, headache, nausea, severe respiratory distress and death. By signing this form and allowing your child to participate in Totus Tuus of Oklahoma at \_\_\_\_\_ Church, you knowingly and voluntarily assume the risk associated with participation."
- Social media and virtual platforms must include the following text: "Totus Tuus of Oklahoma and \_\_\_\_\_ Church are beginning the resumption of parish activities. RISKS ASSOCIATED WITH CORONAVIRUS/COVID-19: Coronavirus Disease 2019 (COVID-19) has sickened thousands and killed hundreds in Oklahoma. There is substantial evidence of community spread of COVID-19 throughout Oklahoma and most other states. Totus Tuus of Oklahoma and \_\_\_\_\_ Church are following guidance from the U.S. Centers for Disease Control and Prevention, the Oklahoma State Department of Health and other agencies, and has implemented social distancing measures, increased hand-washing and other hygienic practices, and frequent cleaning of common surfaces. Despite such precautions, the risks associated with transmission of COVID-19 remain high. Individuals participating in an activity may have traveled from other cities or states to participate. In addition, the nature of some activities makes it impossible to observe all of the recommended precautions all of the time; for example, individuals will not always be six feet apart, surfaces will not always be free of viruses and other infectants, etc. Even where the activity allows social distancing, it will be impossible for the parish to ensure that all participants are observing all the recommended precautions. As a result of participation in parish activities, you or your child will be exposed to the risk of infection of communicable diseases, including COVID-19. Symptoms associated with COVID-19 range from mild to severe, and include fever, cough, difficulty breathing, headache, nausea, severe respiratory distress and death. By participating in parish activities or allowing your child to participate you knowingly and voluntarily assume the risk associated with participation."

## Dismissals

- Children & Youth will be dismissed, with the coordination and cooperation with the Totus Tuus Parish Coordinator, if they:
  - Are unable to adhere to social distancing, mask etiquette, and hand hygiene guidelines.
  - Have a fever of 100.4 or greater (See above Quarantine & Screening).
  - Display other symptoms, including but not limited to: persistent cough, nausea, vomiting, and diarrhea.

## Hand Hygiene & Respiratory Etiquette

- Hand Hygiene
  - Each person will be required to wash their hands or make use of hand sanitizer upon entrance into the facility.
  - Hand sanitizer is to be made available throughout the Church and/or facilities in high trafficked areas when possible.
  - Totus Tuus missionaries will review hand hygiene at the beginning of each day.
    - Handwashing with soap and water
      - **When they are visibly dirty;**
      - After blowing one's nose, coughing, or sneezing;
      - After going to the restroom;
      - Before eating or preparing food;
      - Before and after attending Mass
      - At the beginning and end of each day
    - Hand Sanitizing
      - **When our hands are not visibly dirty;**
      - After blowing one's nose, coughing, or sneezing;
      - After going to the restroom;
      - Before eating or preparing food;
      - Before and after attending Mass
      - At the beginning and end of each day
  - Team members will modify the daily schedule to accommodate for additional handwashing for each class per the facilities in cooperation with the Parish Totus Tuus Coordinator.
  - Encourage covering mouths when coughing or sneezing with a tissue, if possible, or into the inner elbow; used tissues should be discarded and hands washed immediately with soap and water or, if not readily available, hand sanitizer may be used.
- Masks
  - Totus Tuus attendees (ie. children, youth, volunteers, employees, and missionaries) are obliged to wear a mask for the duration of the day.
    - If they do not arrive with one, one will be provided for them.
    - All Totus Tuus attendees must adhere to section 4 of the Diocese of Tulsa COVID-19 policies and procedures regarding face coverings.
    - Cloth masks are to be washed daily to remain effective.
    - Disposable masks are single-day usage and are to be disposed of daily.
  - Totus Tuus missionaries will review mask etiquette at the beginning of each program.
    - Masks should be worn at all times.
    - Masks will only be removed during mealtimes and the reception of the Blessed Sacrament.
    - Masks will not be shared or exchanged between friends.
    - Masks are not to be removed for sneezing or coughing.
  - The parish should make reasonable efforts to ensure ventilation systems operate properly.
  - Missionaries are encouraged to teach outside when safe, appropriate and weather permits.
- Social Distancing
  - All youth, missionaries, and ancillary staff will be asked to socially distance at least 6 feet between each other at all times when possible.
  - Totus Tuus missionaries will review social distancing etiquette at the beginning of each program

- Physical contact, including but not limited to hugs, handshakes, and high fives, are not permitted.
- Social distancing rules applicable to the classroom setting and layout.  
NOTE: Class size will be limited to social distancing policies and procedures of the Diocese.
- The Parish Coordinator may provide missionaries with physical barriers (partitions) or guides (tape on floors, or signs) to implement social distancing practices.
- If communal spaces for meals/snacks is not conducive, then missionaries are encouraged to eat in classrooms or outdoors weather permitting.

## **Maintaining Healthy Environment**

- Totus Tuus Missionaries and the Parish Coordinator will adhere to parish and COVID-19 Policies & Procedures for the Diocese of Tulsa sanitation practices.
- Materials will be provided by the Diocese (See Host Homes & Dinners\*) AND/OR host parish as needed for sanitation practices.
- When reasonable and possible, missionaries will use single use teaching aids or classroom items.
- Minimally, sanitation will be required at the completion of the daytime and evening programs daily.
  - Missionaries will use CDC approved disinfectant spray for cleaning shared items: crayons, toys, pencils, markers, erasers, and books.\*
  - Missionaries will use disinfectant wipes for cleaning high-trafficked areas and shared hard surfaces (ie. chairs, tables, door knobs).\*

## **Food Distribution**

- Attendees are highly encouraged to bring a lunch to Totus Tuus, if possible.
  - Lunchboxes should be wiped with a disinfectant wipe approved by the CDC.
- Food handlers are required to wash hands before food preparation and wear gloves during food preparation and serving. Food handlers are required to change gloves if they touch themselves or personal items in any manner including but not limited to clothes, face, water bottle.
- If food is provided by the parish, food should be pre-packaged or served on individual plates. Avoid serving buffet style or sharing serving utensils.
- Disposable service utensils should be used where possible (e.g., utensils, dishes, serving utensils).

## **Mass, Adoration & Confession**

- Entry and exit doors are to be propped or held open before and after Mass.
- Staff, ushers or other volunteers should assist with directing people to pews specifically marked. Totus Tuus participants will adhere to the social distancing in place at the hosting parish.
- Alternate seating in pews to accommodate social distancing in all directions.
- Music ministers are to maintain social distancing.
- Masked ushers and/or volunteers will ensure social distancing in the Communion single file-line.
- Clergy and/or Extraordinary Ministers of the Blessed Sacrament must be masked, sanitize their hands immediately before and after distribution of Communion, and when at all possible, to utilize a disinfectant wipe or purificator dipped in a sanitizing solution (at least 60% ethanol or 70% isopropyl alcohol) to sanitize their fingers when incidental contact is made with the Communicant.
- Distribution of Holy Communion from the chalice is prohibited to the assembly. For those who are gluten intolerant, special arrangements are to be made with the pastor.

- Confessions may be held in the confessional, a large area, or outside. The location is at the discretion of the Confessor with reasonable consideration for confidentiality and ventilation.

## **Host Homes & Dinners**

- Housing
  - 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.
  - Missionaries will wear masks during Totus Tuus programming and within the host home 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
    - Closed Convent
- Meals
  - Families are highly encouraged to bring dinner and eat with missionaries at the Parish Hall.

## **Parent Suggestions**

- The following are highly recommended practices to help families minimize exposure of any kind during the week their child(ren) attends Totus Tuus:
  - Utilize hand sanitizer in the car upon pick up from the Church.
  - Leave shoes at a designated location upon entering your house near an entry point (ie: garage, near the front door, etc.).
  - Wipe down lunch boxes with CDC approved disinfectant wipes.
  - As soon as possible, have your child(ren) shower.
  - If unable to wash clothes daily, create a separate pile for clothes worn during Totus Tuus in a separate location from other laundry.
  - Wash masks daily in hot water.
  - If your child(ren) has or is sent home with a fever of 100.4 degrees or greater, keep them home for the remainder of Totus Tuus.
  - If sent home, they are able to return to Totus Tuus if afebrile and symptom free for 48 consecutive hours without the aid of any antipyretic medications (ie. Tylenol or ibuprofen).
    - Additional steps may be taken per Tulsa & OKC hospitals:
      - Saint Francis Hospital- Tulsa, OK  
<https://www.saintfrancis.com/alerts/covid-19-ga>
      - Ascension St. John Hospital- Tulsa, OK  
[https://healthcare.ascension.org/COVID-19?\\_ga=2.198059247.1966021462.1588245070-1717964780.1588245070](https://healthcare.ascension.org/COVID-19?_ga=2.198059247.1966021462.1588245070-1717964780.1588245070)
      - Mercy Hospital- OKC, OK  
<https://www.mercy.net/service/covid-19/>
      - Integris Baptist Medical Center- OKC, OK  
<https://integrisok.com/landing/covid-19-resources>
      - SSM Health St. Anthony Hospital- OKC, OK  
<https://www.ssmhealth.com/coronavirus-updates/frequently-asked-questions>
      - OU Medical Center- Norman, OK  
<https://www.covidoumedicine.com/>

**Sources:**

- Centers for Disease Control (CDC):
  - <https://oklahoma.gov/covid19.html>
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>
  - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Diocese of Tulsa COVID-19 Policies & Procedures- Diocesan Catholic Parishes:
  - <https://d2y1pz2y630308.cloudfront.net/2682/documents/2020/8/COVID-19%20Parish%20Policy%208-20-2020.pdf>
- Archdiocese of Oklahoma City Timeline & Procedures for Resumption of Ministry Activity:
  - <https://d2y1pz2y630308.cloudfront.net/20256/documents/2020/9/Timeline%20and%20Procedures%20for%20Resumption%20of%20Ministry-1.pdf>