

# SAFE IN-PERSON GATHERINGS

## Diocese of Rochester

A guide of mandatory and best practices for safe in-person diocesan gatherings using directives from the CDC, local/state health departments, and the Diocese of Rochester.

### MANDATORY

#### SOCIAL DISTANCING

Programming must ensure that a 6 foot distance can be maintained around each individual, to insure proper social distancing.

### BEST PRACTICE

#### SOCIAL DISTANCING

Where possible, allow for outdoor gatherings, small family groupings or COHORT (a group of students who are kept together throughout the year to minimize contact throughout your population) gatherings. If singing or physical activity is included in a gathering, a 12 foot distance is recommended between participants. Car-pooling is not recommended to any parish-designated field trip event. Vehicles should include only members of the same family.

### MANDATORY

#### FACE COVERINGS

Individuals must wear acceptable face coverings (surgical/cloth masks, face shields, bandannas, and buffs) unless not medically tolerable. Parishes must provide face coverings to anyone who doesn't have one, at no cost. Facial coverings must be worn in hallways, to bathrooms, and while seated if appropriate social distancing is not possible. Face coverings must completely cover the mouth and nose.

### BEST PRACTICE

#### FACE COVERINGS

Allow for outdoor or personal breaks where an individual may be able to remove their facial covering safely for respite and refreshment without contact with other individuals.

### MANDATORY

#### CLEANING

Clean/disinfect space in which programming occurs as well as common areas such as halls and restrooms. Frequently clean high touch surfaces such as desks and tables using products that are in accordance with the DEC and the EPA as effective against COVID 19. Have adequate cleaning supplies and provide for cleaning within the hours of the parish employee. Those using a Catholic school are responsible for maintaining the cleaning/disinfection of the space used, as a financial responsibility of the parish.

### BEST PRACTICE

#### CLEANING

Make sanitizing wipes available for the cleaning of high touch areas such as door handles and tables throughout the building. REMOVE clutter and any items such as books that will require more constant cleaning. Work stations may be used on a minimal basis but should include cleaning after use by each small group and be monitored by a volunteer so that proper distancing can be maintained.

### MANDATORY

#### EXPOSED AREAS

Provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19. REFER TO CDC Guidelines.

### BEST PRACTICE

#### EXPOSED AREAS

Consult your local health department and have a ready-made plan in place BEFORE such an incident occurs. This plan should be developed and communicated with all pertinent staff members and volunteers.

### MANDATORY

#### PARTICIPATION WITH SYMPTOMS

According to the CDC guidelines NO participant, staff member or volunteer may take part in programming in person if they are experiencing symptoms of COVID-19 or have been exposed to a confirmed case of COVID-19.

# MANDATORY

## POINT OF CONTACT

Designate a coordinator to be the main contact person during program participation. This person would be present at entrances to ensure guidelines are followed, to greet any visitors and ensure communication of any issues with proper personnel.

# BEST PRACTICE

## POINT OF CONTACT

Stagger arrival and release of participants to minimize crowded hallways.

# MANDATORY

## COMMUNICATE GUIDELINES

Post proper hygiene guidelines through the building and gathering space and review all proper hand-washing, social-distancing and mask-wearing guidelines with participants.

# BEST PRACTICE

## COMMUNICATE GUIDELINES

Communicate guidelines as a safety measure for all and be vigilant about the use. However, consider ways in which you can engage especially younger children in a healthy respect for the process to minimize their fears and discomfort.

# MANDATORY

## RETURNING POLICIES

Establish policies for determining when individuals who screened positive for COVID-19 can return to the in-person learning environment. Must include at minimum documentation from a health care provider evaluation, negative COVID-19 testing, symptom resolution or if COVID-19 positive, release from isolation.

# BEST PRACTICE

## RETURNING POLICIES

Remain aware of individuals who have traveled out of the state to any areas that have been designated as mandatory quarantine states. Do not allow the return of those individuals until the mandatory 14 day quarantine has concluded.

# MANDATORY

## PATH OF TRAVEL

Designate only one entrance and exit to and from the building with a clearly defined path of travel to minimize the areas in which participants will be present within the building. This will ensure that all areas are properly disinfected.

# BEST PRACTICE

## PATH OF TRAVEL

Place a sign-in sheet at the entrance so that the attendance roster can be maintained. Pencils/pens must be cleaned after each use.

# MANDATORY

## PERSONAL HYGIENE

Encourage participants to bring their own personal hand sanitizer but provide an adequate hand sanitizing station (60% alcohol or more) for any participants who don't have hand sanitizer with them. Provide a hand-washing station with soap, warm water, and disposable paper towels.

# BEST PRACTICE

## PERSONAL HYGIENE

Place hand-sanitizing stations throughout the building; frequently wipe down the sanitizer bottle with disinfectant. Provide adequate waste receptacles. Minimize use of shared supplies. Encourage participants to bring their own water bottle and other supplies. Close off public water fountains.

# MANDATORY

## ENGAGE OTHERS

Engage with program stakeholders and community members in developing reopening plans. Be sure that all plans and guidelines are clearly communicated and understood by volunteers, parents and guardians.

# BEST PRACTICE

## ENGAGE OTHERS

Provide a training session for all volunteers and communicate with them regularly throughout the process.

# MANDATORY

## ATTENDANCE ROSTER

An attendance roster of each individual who participates or leads a program must be kept at each gathering to ensure all people that were present on a particular day are accounted for. The local health department may request this, should a suspected or confirmed COVID-19 case arise.