



SAINT PIUS X
CATHOLIC CHURCH
TO RENEW ALL THINGS IN CHRIST

Guidelines for Scheduling and Hosting In-Person Meetings and Gatherings

Updated: June 8, 2021

Saint Pius X continues to resume the parish reopening process committed to the safety of all clergy, staff, parishioners, students, and guests, while honoring the commitment to fully living our mission *to renew all things in Christ*. This approach allows the parish to cautiously resume the essential prayer, service, faith formation, and social activities of parish life while continuing to monitor the impact of COVID-19 in the greater community.

These directives for in-person meetings and gatherings hosted at Saint Pius X Parish have been formulated based on guidelines from the CDC, the Indiana State Department of Health, the St. Joseph County Health Department, and the Diocese of Fort Wayne-South Bend. ***All dates and directives in this document are subject to change as mandated and recommended by local/state/federal government agencies, the Diocese and/or Parish leadership.***

HEALTH AND SAFETY PROTOCOLS

Monitor health: Prior to meetings/gatherings, all attendees should self-screen for any contagious illness and exposure to COVID-19 and stay home if they are feeling ill.

- Symptoms of COVID-19: Fever (100.0° or higher) or chills, cough, sore throat, diarrhea, vomiting or abdominal pain, onset of severe headache, shortness of breath or difficulty breathing, loss of taste or smell, fatigue, muscle or body aches, congestion, runny nose, or sinus pressure
- If an attendee is diagnosed with COVID-19 within 48 hours of attending an SPX activity, or becomes symptomatic within 48 hours of attending an SPX activity and is later diagnosed with COVID-19, the attendee should contact Betsy Quinn (bquinn@stpius.net, 574-272-8462, ext. 115) immediately.

Vaccination Status: In order to respect personal conscience, no one should ask about another person's vaccination status as a condition of participation in an event or program.

Prevention Measures: Risk of COVID-19 infection is minimal for fully vaccinated* people. The risk of COVID-19 transmission from fully vaccinated people to unvaccinated people is also reduced. Therefore, fully vaccinated people can resume activities as outlined below. Prevention measures are still recommended for unvaccinated people.

Fully vaccinated people can:

- Resume activities on the parish campus with or without wearing a mask or physically distancing
- Refrain from quarantine following a known exposure if asymptomatic

For now, fully vaccinated people should continue to:

- Get tested if experiencing COVID-19 symptoms
- Follow CDC and state & local health department travel requirements and recommendations

Unvaccinated people should continue to follow CDC recommended prevention measures:

- Wear a mask at all times while on parish grounds, except when alone in a meeting space, or are distanced while outdoors
- Maintain six feet distance from others who don't live with them
- Follow appropriate quarantine guidelines if they are a close contact to someone who has tested positive for COVID-19 or is experiencing COVID-19 symptoms

Hygiene: Hand hygiene is one of the most effective actions you can take to reduce the spread of infection, including COVID-19. Hand sanitizer will continue to be available at all entrance doors.

*Fully vaccinated: People are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).

LOGISTICS

Outdoor Meetings/Gatherings: Outdoor meetings/gatherings are encouraged, if possible.

Reserving Parish Meeting Space: All meetings/events/gatherings, outside of a staff member's personal office, must be scheduled through the Facilities Scheduler.

- Facility space should be requested utilizing the form [HERE](#).
- While attempts to accommodate all requests will be made, please note that availability of space is not guaranteed.
 - Final approval will be determined by the Facilities Scheduler
- Facility reservations should be requested no less than 10 days prior to the proposed meeting/gathering.
- Set up options have been identified for facility spaces (see Appendix A).
 - When scheduling, a section of the space should be designated to allow for distanced seating in order to accommodate those who are unvaccinated or are more comfortable with that arrangement.
- When the Facility Scheduler confirms a facilities request, the following information will be provided:
 - Date, time, location, and entrance door for the meeting/gathering
 - Health & safety protocols that should be shared with all meeting attendees
 - Additional guidelines and cleaning & sanitizing protocols (if applicable)

Food: Offering food and/or beverages should be minimized during meetings/gatherings.

- If food and/or beverages are necessary, they should be individually wrapped, if possible.
- If a plated meal is necessary, it should be served to attendees by volunteers wearing gloves and a mask covering his/her nose and mouth.
- Self-service buffet lines should be avoided.

Entrances: A designated entry point will be identified with the confirmation of your facility reservation.

- Please notify all attendees of this information.

APPENDIX A - Set Up Options for Parish Meetings Rooms

PLC ROOM 103 or 104 or 105

Banquet – round tables with chairs (distanced seating is 3 chairs per table; otherwise 6-7 chairs per table)

Cabaret – round tables with chairs on one side, facing front

Theater style – chairs only in rows, facing front

Circle – chairs arranged in a circle

CHURCH BASEMENT-CH004

Board Room – 2'x5' tables set up in a large rectangle, with chairs (distanced seating is 1 chair per table)

PO-150 (CONFERENCE ROOM)

Existing table with 4 chairs

PO-156 (PARISH LOUNGE)

Small round tables with chairs (distanced seating is 1 chair per table)

PEC LIBRARY

11 small tables + 1 large table + additional rounds (brought in, if needed) with chairs

SOUTH OFFICE SUITE

Couch and chair seating for ~10 people (not distanced)

MULTIPURPOSE ROOM

40 desks with chairs