



COVID-19 Health and Safety Plan & Faith Formation Options

Effective August, 2020

The following comprehensive safety plan is to ensure our parish is taking the proper health and safety precautions and following diocesan regulations upon reopening ministries. Below you will find information and requirements for our parish. This comprehensive plan is intended to significantly increase safety and reduce the risks associated with the spread of COVID-19. **These protocols and procedures must be followed by all catechists, students and families who choose to attend any parish ministry or faith formation/youth ministry gatherings on campus. If a group does not follow these guidelines, they will be asked to stop meeting.** Please read through the details below thoroughly. Thank you for your patience, faithfulness and compliance to these guidelines.

Notre Dame Catholic Church is dedicated to preventing the transmission of COVID-19. We are following CDC guidelines for sanitation, social distancing and face coverings. Even with these precautions, infections are still possible and may result in serious illness or even death. If you have concerns about your child's safety or your child or someone in your household is in a vulnerable population, you may opt to have your child participate in religious education/youth group on-line or by correspondence. If you have questions about whether your child or a family member are in a vulnerable population, please visit the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/other-at-riskpopulations.html>

We strongly encourage families to stay up to date with parish happenings through [Flocknote](#) (parish email and text messaging system), the [Notre Dame Catholic Church Facebook Page](#) as well as the [Notre Dame Church website](#).

The following procedures will assist our parish to serve children, teens, families, and volunteers at ministries on-site. ***If any person has discerned that he or she is unable to participate in the celebration of Mass for health reasons, then they are also unable to participate in on-site parish ministry.***

Prior to Engaging in Parish Ministry/Faith Formation/Youth Ministry Events

1. Cleaning/Sanitizing Common Space/Touch-Points
While surface spread of COVID-19 is less common than previously reported, continue to disinfect all common touch surfaces prior to the event.
 - a. This includes, but is not limited to: light switches, door knobs, chairs or tables in use, microphones/audio equipment, etc.
 - b. We will use an approved CDC disinfectant:
<https://www.epa.gov/pesticideregistration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

2. Hand Sanitizer Stations
Dispensers will be placed throughout the campus and in high traffic areas and maintained throughout the week.

During Parish Ministry/Faith Formation/Youth Ministry Events

1. Meeting Location and Frequency

All meetings, other than faith formation/youth ministry, are to be held in the Social Center only

- a. Each ministry can meet only once a week
- b. Leaders and participants are not allowed to enter the Fireplace Room or Kitchen
- c. Restrooms are available
- d. The tables in the Social Center are not to be rearranged and may only be used "as is" (seats will be prepared for 40)
- e. For music, only two instruments are allowed.
- f. Children are not allowed at this time, other than for faith formation/youth ministry
- g. Enter and exit through the main glass doors only

2. Physical Distancing

Participants will continue to socially distance themselves at events, especially when indoors or in enclosed spaces. Appropriate distancing will be based on the most recent recommendations from the CDC, state, or local health departments. At the time of this publishing, the current recommended distance is 6 feet.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

3. No Physical Contact

Avoid physical contact with one another. This includes but is not limited to: hand shaking, hugging, fist bumps, high fives, or any games/activities where physical contact is required. This is believed to be the MAIN way the virus is spread, through close physical contact with an infected individual.

4. Attendance Sheets to track participation

Staff are required to track attendance of all participants and acquire names and contact information (including contact information of parent/guardian in the case of minors). Proper care for participants requires that we know who is in attendance at all times.

5. Indoor Events

a. Face Coverings/Masks

- i. When indoors, participants and adult leaders must wear face coverings.
- ii. When a catechist/presenter can maintain 6 feet of distance from participants, he/she can remove his/her face covering.

b. Necessary Sanitation

- i. All common touch points should be sanitized before and after each meeting.
- ii. If possible, utilize larger classrooms or parish hall to allow for adequate social distancing.
 1. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 2. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
- iii. It is recommended that participants do not share materials (notebooks, writing implements) or personal items such as water bottles.

c. Food Items

- i. Food can be part of your ministry gatherings ONLY when approved by the pastor and when you can follow standard food safety practices and regulations, including the following:

1. Ensure that all food preparers or distributors wear masks, gloves
2. Food should be served in individual covered containers/wrappers
3. Design your distribution process in such a way as to limit contact between employees/volunteers and the guests they are serving.

Reporting and Communication

1. Reporting if a Participant, Chaperone or Staff Member shows symptoms or results in a positive Covid-19 test after an event
 - a. Advise individuals to follow CDC reporting guidelines should a person become ill and tell him/her to call his/her doctor.
 - b. The Pastor, Ministry Coordinator, or other individual designated by the pastor should submit a COVID-19 incident form to Risk Management: risk@archsa.org
 - c. Individuals known to have contracted or are/have been exhibiting symptoms of COVID-19 should not return until after a 14-day self-quarantine followed by at least 72 hours of no symptoms. Individuals who have been exposed to COVID-19 should not participate in activities until they have self-quarantined for 10-14 days from the date of exposure.
2. Feedback/Adjustment:
 - a. These recommendations will be reviewed and revised as necessary on a regular basis to ensure that they are adequate responses to changing conditions.
 - b. Recommendations may be relaxed or increased based on the recommendations of federal, state, and local health departments.

For questions or concerns, please contact the respective staff member:

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Faith Formation Options by Program

2020-2021

PARENT MEETING - SEPTEMBER 13th | 6:15pm in the Church

“A Night of Presence: Making time for Christ”

All parents are asked to join our priests and staff for a night of prayer and worship in the presence of Jesus in the Blessed Sacrament! Come hear our plan for the year and be inspired to focus on being more present to Jesus, your family and community during this difficult and uncertain time. We look forward to walking with you on the journey this year.

Adults only please. We encourage at least one parent per family to attend. Childcare will not be provided.

Children’s Faith Formation (CFF) - At-Home Option Only/Bilingual

- Kindergarten through 6th Grade
- Suggested time: Wednesday 5:30-6:45pm, but can certainly be adjusted to fit families schedule
- Parents will be provided with curriculum from Plflaum’s “Gospel Weeklies” program to conduct at home with their children - combines a complete doctrinal catechesis with the liturgical life of the Church.
- Every week, the families gather for prayer, song, and an activity that taps into something they already know or have experienced and introduces the Sunday Gospel theme. You will proclaim the Gospel together and then learn the related Church teaching and doctrine. Games, discussion questions, and activities reinforce the Scripture, doctrine, and life application. Additional online content may be provided.
- Periodic dates will be provided to turn in assessments and pickup next packet of curriculum
- Families will receive monthly “check-in” phone calls from a catechist or member of our staff to offer support, answer questions, receive prayer requests, etc.
- Communication to families will continue via Flocknote, Facebook, the bulletin and the website.

Catechesis of the Good Shepherd (CGS) - On-Site Option Only

- Pre-K through 6th Grade
- Sessions will be offered Sundays 9:00-10:30am, Mondays 5:00-6:30pm, and Wednesdays 5:00-6:30pm
- Communication to families will continue via Flocknote, Facebook, the bulletin and the website.
- To stay true to the Catechesis of the Good Shepherd model, which is based on the Montessori method, an at-home or online option is not available for presentations.
- For those CGS students who choose an at-home option, they will follow the Children’s Faith Formation program as described in the above section.

EDGE (Junior High Faith Formation) - hybrid option

- EDGE will continue to be held on-site on Wednesday Nights from 5:30-6:45pm.
- We will meet in the NEW Youth Room, located downstairs in Kemper Hall. Students will enter the door near the ramp. (we will no longer meet in the gym)
- Depending on number of students, if necessary we will explore alternating weeks between 7th & 8th grade
- Students will be split into grade-specific small groups.
- Small groups will remain the same for at least the entire semester and to help with social distancing will gather outdoors and various spaces around Kemper Hall
- For students who choose to follow along at home, a live stream of the Edge Night will be available on our website or parish YouTube page. Students will be able to view the opening prayer, icebreaker game, and talk live. Then, for Small Groups will join with 2 catechists on a Zoom meeting.
- Communication to families will continue via Flocknote, Facebook, the bulletin and the website.

LIFE TEEN (High School Faith Formation) - hybrid option

- LIFE TEEN will continue to be held on-site on Sunday Nights from 6:00-8:00pm.
- We will meet in the NEW Youth Room, located downstairs in Kemper Hall. Students will enter the door near the ramp. (we will no longer meet in the social center)
- Meals will not be provided. Pre-packaged snacks and bottled water/sodas will be available. There will be no charge for snacks, but monetary donations will be accepted. Teens are welcome to bring their own food for social time.
- Depending on number of students, if necessary we will explore alternating weeks between grade levels
- Students will be split into grade-specific small groups.
- Small groups will remain the same for at least the entire semester and to help with social distancing will gather outdoors and various spaces around Kemper Hall
- For students who choose to follow along at home, a live stream of the Life Night will be available on our website or parish YouTube page. Students will be able to view the opening prayer, icebreaker game, and talk live. Then, for Small Groups will join with 2 catechists on a Zoom meeting.
- Communication to families will continue via Flocknote, Facebook, the bulletin and the website.

High School Confirmation - on-site option

- Confirmation sessions will continue to be held in person on Wednesday evenings from 7:00-8:30 pm. A mandatory Parent Orientation will be held on Sunday, September 27th at 3:30pm in the Social Center
- Confirmation sessions will meet in the NEW Youth Room, located downstairs in Kemper Hall. Students will enter the door near the ramp. (we will no longer meet in the social center)
- Meals will not be provided. Pre-packaged snacks and bottled water will be available. Teens are welcome to bring their own food for social time.
- Attendance will be taken each week.

- Students will be assigned to the same small group for the entire year as is the normal procedure

High School Confirmation - *Online At-Home Option*

- An online at-home option will be available for any families who do not feel comfortable sending their student to on-site Confirmation sessions.
- Teachings (proclaim talk) will be recorded and uploaded to YouTube. Students will be required to turn in an assignment via a Google Classroom after each lesson in order to verify that they are participating. If the required assignment is not turned in within a week of the lesson, it will be considered an absence.

Faith Formation Registration

- We highly encourage families to register their children for Faith Formation as soon as possible as this will help our staff plan and prepare accordingly. Registration forms are available on the parish website at www.notredamechurch.cc/youth-family-ministry or can be picked up in the Youth & Family Ministry office (now located in downstairs Kemper Hall).
- The registration deadline for these programs is August 31st.

Please note that this is a working document and may be changed or updated depending on current recommendations from federal, state, and local health departments as well as the Archdiocese of San Antonio. We will also closely monitor guidelines from the local schools.