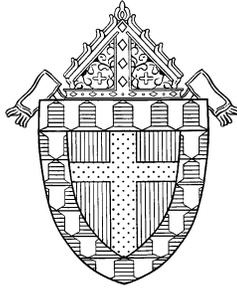


## Diocese of Lafayette



### Money Counting Procedures During COVID-19

As parishes begin to reopen, there will be a number of changes that must be implemented to help protect our parishioners and volunteers.

While the handling of paper items like checks and cash is not the primary way that the virus travels, it is still possible to become infected if someone touches a paper product and then touches their eyes, nose, mouth, or other parts of their face. Even without coronavirus, cash and checks carry many other germs and should always be handled in an appropriate manner.

During COVID-19, the following procedures should be used to modify previous practices to include enhanced safety measures:

- Continue to promote electronic giving through ACH and/or credit and debit cards. Make initiating the process as painless as possible including using staff to assist parishioners who might not otherwise consider this method. Remember the ***Give 52*** online giving option located on the diocesan website. Perhaps add a link to ***Give 52*** on your website.
- Use a hole punch to create “breathing” holes in the tamper-evident bags and allow the collection to “rest and breathe” for at least forth-eight (48) hours after being taken up.
- Volunteers or staff who are above sixty-five (65) years of age or have high risk medical conditions such as hypertension, diabetes, pulmonary disease, asthma, cancer, and heart disease should not participate in the counting of the collection. Pastors, in conversation with the person, are to use their discretion.
- Ask all volunteers and staff who are involved in the collection and counting process to certify that they do not have any symptoms:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell

If they do, they are to suspend their service until a later time.

- While the use of staff in collection and counting processes is a poor practice, if there are not enough volunteers to safely complete the collection and counting process, staff can be used in this emergency. The emergency use of staff must discontinue as soon as enough volunteers can be found and trained.

- When removing the tamper-evident bags from the safe or vault for counting, all money counters should still **consider the bags contaminated throughout the counting process**. Counters should wash or sanitize their hands after delivery to the counting area.
- Minimize the number of counters used while maintaining dual control (at two [2] unrelated counters for weekly collections less than \$2,500 otherwise at least three [3]) to accurately and efficiently process the collection in a reasonable amount of time.
- Counters should be separated by six (6) feet, unless masks are worn. While maintaining at least this distance, try to keep counters reasonably close, no more than twelve (12) feet apart in order to maintain the integrity of the counting process.
- Use of gloves is recommended, but wearing gloves may make the handling processes difficult. Without gloves, ensure that hands are periodically washed or sanitized.
- Counters should be instructed not to touch their faces or moisten their fingers to aid in handling money or envelopes (unless a moist sponge is used).
- Food and drinks should not be available during the counting process, but can be made available after it is completed and all hands are properly washed with soap and water.
- After the counting and deposit preparation process is complete, all surfaces used for counting (including adding machines and computers) should be wiped down with a disinfecting wipe or disinfecting spray and cloth (attentive to not destroying equipment).
- Always wash or sanitize hands after posting envelopes into Parish Data Systems (PDS).
- Bundles of money and checks should be placed in tamper-evident or sealable type bags for transport to deposit.
- All money counters must sign a copy of this policy which is to be maintained on file for at least one (1) year.

Approved *J. Douglas Deshotel*  
 Most Reverend J. Douglas Deshotel

Date 5/12/2020

*Maureen K. Fontenot*  
 Mrs. Maureen K. Fontenot, PHR, SHRM-CP  
 Chancellor

Seal



I hereby attest that I have read, understand and agree to abide by the policy as stated above.

Signature of Money Counter \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Print name here