



Introduction

In accordance with guidelines set forward by both the Diocese of Madison, the state of Wisconsin, and Dane County. We are excited to serve our Parish Community through our Faith Formation Programs this year! God calls us to be good stewards of His creation, and never is this call more important than during a health & wellness critical event like we have been presented with during the COVID-19 pandemic. As we move forward, providing a safe environment to foster Faith and learning is a top priority. As such, we will be providing in-person Catechesis, and an online curricular component to support, engage, and connect with families who feel it safer to learn at home for the time being. As school districts prepare to offer both in-person and at-home/online instructional options – we share in the commitment to provide safe, consistent, charitable instructional opportunities for learning and living our Catholic Faith.

We will be continuously monitoring updates and information dispensed from the Diocese, Dane County, and the Center for Disease Control & Prevention (CDC) We will actively post any updates on information and requirements through the Parish website - through the Faith Formation page. We invite, and strongly encourage you to check this regularly, and the Directors for Religious Education (DREs) - John Walsh III & Krisita Loeder, in addition to any communications from Fr. Brian Dulli - will send out notifications by email as soon as any updates are announced and implemented.

The following document lays out our safety guidelines for the 2020-2021 School Year, and draws heavily influence from the guidelines and wording as set forth by the Diocese of Madison under the guidance of Bishop Hying, and the Office for Evangelization & Catechesis.

Expectations for Parishes for the Return to Faith Formation in 2020-21 Diocese of Madison

In light of our current situation in this time of COVID-19, the Diocese of Madison will strive to maintain the integrity of its parish formation programs while keeping the parish, children, and volunteers safe. Parish programs that are expected to return to live in-person formation include, but are not limited to, grade school, middle school, and high school formation and sacramental preparation (First Reconciliation, First Communion, Confirmation, and RCIA/children's catechumenate).

In order to comply with state and county guidelines, the Diocese of Madison has found it prudent to establish policies and procedures that can be adapted by each parish to meet the needs of the faithful in each of the 11 counties in the state.

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Policy & Procedures for Parishes

- St. Patrick Catholic Church will enact the following parish Policy & Procedures document for use in service to our communities according to state and county ordinances. The parish documents include:
 - (1) Formation Opportunities & Guidelines
 - (2) Protective Measure guidelines
 - (3) Hygiene & Cleaning guidelines
 - (4) Policy & Procedures for COVID-19 Exposure & Positive Tests.
- The Directors of Faith Formation, Pastor, and Administrative members of our Parish Staff will maintain up to date information on the ***Faith Formation*** page of the Parish website (www.st-patrick-parish.com), and notify families immediately through written correspondence via email. The directors for the Faith Formation programs are more than happy to discuss and address any questions or concerns in person or by phone.

Formation Opportunities & Best Practices

- St. Patrick Parish (hereafter - “We”) will provide the opportunity for in-person faith formation at the parish for the 2020-21 school year. The formation schedule will follow the typical faith formation schedule beginning in September for children in elementary through high school.
- We will provide an online/at-home learning option for families who are not comfortable returning to in-person formation at this time through the curriculum offered through [Sophia Institute Press \(Sophia Press\) *Spirit of Truth*](#).
- If the need should arise for another *Safer at Home* order to take effect - classes will continue through the online component of the Sophia Press curriculum to engage students in addition to communication with the Catechists serving the specific grade level, and support from the DREs for the classes.
- Additional Faith Formation Program Resources will be listed in the Program Handbook - specific to curriculum, class attendance*. The handbook will also reference this document outlining best attendance practices in light of COVID-19



Protective Measures, Hygiene, Food Safety & Cleaning Policies

- **Social Distancing:** Parish leaders will remind participants of proper social distancing. In each space that is used, seating will be placed to indicate to participants where to sit with appropriate space between each person (6 feet to the greatest extent possible). This will help them maintain an appropriate distance while attending events. Classes will have assigned seating and remain sitting in the same space when they return to a room to minimize the spread of germs.
- **Masking:** Masking is required at this time (until September 28*) in the State of Wisconsin according to a statewide mandate issued by Governor Evers for all individuals who are age 5 and up. Those who are unable to wear a face covering for reasons of health, such as difficulty breathing, are exempt from the order, but they should keep socially distant (6 feet to the greatest extent possible) while attending faith formation. The parish/diocese will not provide masks for children/adults/catechists participating in faith formation programs.
- **Children's Personal Health Check:** Parents should check the temperature of children daily before they attend any faith formation event. If children have any symptoms of sickness (temperature, cough, runny nose, vomiting or diarrhea), they are not permitted to attend the event on that day.
- Anyone with a temperature over 100° F will be sent home immediately. If you are feeling unwell - we encourage you to notify the DRE for your grade level (John Walsh III - grades 1-7 | Kristia Loeder - grades 8-9+), and to stay home*.
 - Catechists are required to give a minimum of 24-hour notice to allow sufficient time to retain a substitute.
- Each parish should instruct the participants/families and volunteers of the protective measures, hygiene, food safety, and cleaning policies and procedures as well as expectations of compliance.

Food Safety Guidelines

- **Snacks:** It is preferable that food distributed by the parish for children's snacks, etc., be purchased as pre-packaged food. Parishes may opt not to offer food and instead ask parents to send snacks for the children that need no adult assistance for preparation.
- **Food Distribution:** When food is made available at a formation event, there will be one adult assigned to distribute food and drinks. Individual serving is not permitted. Those who are assigned to distribute food must be wearing a face covering and gloves.
- **Sharing Food:** Individuals are not permitted to share food or drinks at the parish.
- **Water Fountains:** Individuals are not permitted to use public water fountains. Water fountains are closed off as a result.
- **Water Bottles:** Children should bring individual water bottles (labeled by name) or be provided individual cups (labeled by name) to drink water.



Cleaning Guidelines

- **Cleaning:** Classroom areas will be cleaned regularly following every class using the appropriate cleaning solutions to sanitize the areas. High-traffic/frequently used surfaces will be wiped down/cleaned with particular attention (doors, chairs, desks/tables, bathrooms, etc.).
- Quick-Access References Guides for cleaning will be made available & posted visibly in each classroom area for reference and guidelines.



Faith Formation Safety Guidelines & COVID-19 (Parent Acknowledgement Release)

In accordance with safety guidelines from the Diocese of Madison, and in compliance with the safety practices outlined by County, State, and Federal Health Agencies to help diminish and prevent the risk of the spread of COVID-19 - we will be taking the following key steps to ensure and provide a safe learning environment for in-person Faith Formation classes during the 2020-21 Academic Year:

What we're doing:

- **Curriculum:** We will offer in-person Faith Formation classes. In a continued effort to serve and minister to our families and communities – we will offer a curriculum that offers a quality online component in addition to in-person options through *Spirit of Truth*.
- **Communication:** Faith Formation Directors will be in regular, written communication of any updates & new information on Safety Guidelines.
- Parents, we ask that you take the temperature of your child prior to attending each class.
 - *Any student with a temperature of 100°F or more should not be attending classes and follow the appropriate safety measures prior to returning to in-person class functions.*
- Safety measures will be taken – including-but-not-limited to the wearing of masks or appropriate facial coverings in class areas, social distancing of 6-feet or more.
- **Food & Snacks:** Food should not be shared unless it's individually prepackaged, and distribution should be managed by a single adult.
- **Drinks & Water Fountains:** Children should bring individual water bottles (labeled by name) or be provided individual cups (labeled by name) to drink water. Water Fountains will not be available at this time.

After having read through the *Back-to-Class* documents, please sign below – acknowledging the guidelines our Parish will follow and agreeing to comply with said guidelines. This signature will also cover any future updates. If you have any questions or concerns – please do not hesitate to contact us.

I hereby acknowledge that I/we have read the overview and important documents set forward by St. Patrick Parish in accordance with Diocesan, County, State, and government recommendations to provide as safe and sanitary an environment for learning about the Catholic faith as possible.

*Parent Name | Signature

Parent Name | Signature

Student's Name/s

Student's Name/s