



*St. Jerome  
Catholic Church*  
Family of Families Proclaiming the  
Good News of Jesus Christ

## **COVID-19 Health and Safety Policy**

### **Health and Safety Protections for Employees and Guests**

- Communication on proper cleaning and disinfection, hand hygiene, and respiratory etiquette will be sent to all employees.
- Guests and employees will do a self-screening upon entering any of the parish facilities. To enter the facilities employees and guest should:
  - Ensure they do not have a temperature more than 100\* F. A touchless thermometer will be provided for temperature check.
  - Are not showing any symptoms of COVID-19.
  - Ensure they do not have any risk factors of COVID-19.
- All guests, employees, and contractors must use the front entrance to any facility.
- Guests and employees must sanitize their hands upon entering the building
- Employees who have a diagnosis of COVID-19 should not be allowed to work until all three of the following criteria are met:
  - At least 3 days (72 hours) have passed since the last temperature of 100 without the aid of a fever reducer
  - The individual has improvement in respiratory symptoms.
  - At least 7 days have passed since the initial onset of symptoms.
  - If an employee tests positive, they should provide a doctor's note or documentation that they have tested negative for COVID-19. Upon testing negative they should provide the proper documentation to the pastor, and may return to work as scheduled.
- Employees who are exhibiting symptoms of COVID-19 but have not been evaluated by a medical professional are presumed to have COVID-19 and should not be allowed to work until the above criteria are met.
- An employee who has symptoms that could be COVID-19 related and wants to return to work before completing the above criteria, must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

- Employees who have direct contact with a person known to have COVID-19 should self-quarantine for 14 days from exposure. If at the end of that period no symptoms develop, then the employee may return to work.
- Employees who have had secondary exposure to an individual known to have COVID-19 (meaning contact with someone who had direct contact with a person known to have COVID-19), should wear a mask at all times within the building for 14 days.
- Employees who have an elevated temperature or answer positively to the self-screening criteria, will be instructed to:
  - Return home and not enter the facilities;
  - Contact their primary care physician;
  - Contact Pastor or Parish COVID Response coordinator for further instructions from the Archdiocese of San Antonio Risk Office.
- Guests who have an elevated temperature or answer positively to the health screening questions, will be instructed to:
  - Return home and not enter the building;
  - Not return to the building until:
    - At least 3 days (72 hours) have passed since the last temperature of 100 without the aid of a fever reducer
    - The individual has improvement in respiratory symptoms
    - At least 7 days have passed since the initial onset of symptoms
- Employees, and contractors should wear masks or other face coverings while in common areas (restrooms, hallways, breakroom, etc.), and while meeting with other employees, guests or contractors.
- Employees and contractors do not have to wear face coverings in private offices or at their work stations if social distancing can be maintained.
- Guests must wear a mask or other face covering at all times when in the building.

**Health Protocols for Our Facilities:**

- Facilities should regularly and frequently clean and disinfect any regularly touch surfaces, if possible.

- The reception area of the office, foyer of the church, restrooms, pens, counter, and any regularly touched area should be sprayed with the provided disinfectant frequently.
- Should an employee test positive for COVID-19, the employee's office/ workstation and the immediate surrounding area will be cleaned and sanitized.
  - Anyone providing sanitization should wear a mask and gloves while sanitizing.
- The parish will provide sanitizing spray for all employee work stations, common areas, chapel and church so that employees, guests and volunteers can clean their workstations as much as they would like.
- Hand sanitizer will continue to be made available in multiple stations around the parish grounds.

### **Additional Protections Recommended**

In addition to the above, it is recommended that we:

- Continue to limit in-person meetings, whether on or off campus, and whether with guests or other employees, to a minimum. It is preferable to have as many meetings as possible by teleconference or web conference.
- Attendance at necessary in-person meetings should be kept as low as possible. Proper face coverings and social distancing should be maintained.
  - Guideline numbers for the facilities based on social distancing and are set by parish priest:
    - Main Sanctuary: 250 persons
    - Day Chapel: 16 persons
    - O'brien Hall: 250 persons
    - Flanagan Hall: 50 persons
    - Pruski Hall: 25 persons
  - **Please note these guidelines are occupancy numbers. Maintaining social distancing between persons or households must be ensured in all buildings and proper face coverings must be worn at all times.**
- Employees should limit socializing amongst themselves.

Employees should maintain their work surfaces in such a way that allows the cleaning crew to wipe it down when cleaning.

## **COVID-19 Positive Response:**

Should an individual who has been on the premises of the parish test positive case of COVID-19, it is important for us to take measured steps to ensure the safety of our employees, volunteers and those we serve. Action steps will be as follows:

- The individual should notify the Pastor or COVID Response Coordinator of their positive diagnosis so we can ensure protocols in place by the Archdiocese of San Antonio are followed.
- If the infected individual is still present, ask them to leave immediately, and not return until the conditions set forth by the CDC and State of Texas are met:
  - At least 72 hours since last temperature above 100 degree
  - Respiratory symptoms have improved
  - At least seven days have passed since the initial onset of symptoms
- Ask any individuals that had direct contact—meaning they have been in close proximity or in confined spaces—with the infected individual to go home and remain in quarantine for 14 days. A negative test result produced within the 14-day quarantine does not mean they can return early. The individual must remain in quarantine for the full 14 days.
- Individuals with indirect or secondary contact with the infected individual should wear a mask at all times while in the facility for 14 days.
- Close the immediate area where the infected individual has been.
- Clean and sanitize the identified areas.
- Follow the CDC Guidelines for Cleaning and Sanitation:
  - Wait 24 hours or, if not feasible, as long as possible. This allows any airborne viruses to settle
  - If possible, open a window to increase air flow while cleaning
  - Wear any PPE required for the chemicals you are using: consult the bottle,
- Material Safety Data Sheets, or the manufacturer's website
  - Clean surfaces of dirt and debris prior to disinfecting
  - Spray with the disinfectant (many cleaning chemicals both clean and disinfect)
  - Allow the disinfectant to sit for at least 30 seconds and then wipe dry
- Reopen the area and resume normal operations following complete sanitizing.

## **COVID-19 Public Mass Safety Plan (Phase 3)**

**Effective September 8, 2020**

**Please note this comprehensive safety plan is to ensure our parish is taking the proper health precautions and following diocesan regulations upon reopening. Below you will find information and requirements for our parish:**

**Occupancy guidelines per building may be found in the St. Jerome COVID-19 Health & Safety Policy. Social distancing and the use of proper face coverings is essential in all buildings.**

### **Mass Schedule**

Saturday Vigil Mass - 5:00 PM

Sunday Mass - 8:00 AM, (LIVE STREAMED) 9:30 AM (SPANISH), 11:00 AM

Tuesday - Friday: 8:00 AM (ALSO LIVE STREAMED)

**All liturgical celebrations will take place in the main sanctuary. Other requirements are below.**

**All attendees must wear a mask and follow social distancing guidelines.**

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### **Liturgical Ministry Requirements**

Deacons:

- Deacon Ed to serve at the 5:00 PM & 8:00 AM Mass
- Deacon Conrad to serve at the 9:30 AM & 11 AM
- Rudy Sanchez may serve at the Mass of his choice.
- Deacons must maintain a six-foot radius distance from the presider and other ministers and floor will be marked.

Altar Servers:

- One altar server may be assigned per Mass to serve if needed if no deacon is present for the Mass. The altar server coordinator will communicate needs to the server's parents. Serving will be very limited. Altar servers must wear proper face covering at all times during the Mass.

#### Sacristans:

- Sacristans will be assigned for one Mass only throughout the weekend until we enter Phase 3 of reopening.
- Sacristans will refer to the sacristan schedule.
- There will be two celebrant chalices per Mass when there is a Deacon present.
- The gifts will already be placed on the altar.

#### Ushers:

- Ushers will be limited to six per Mass or less. Duties will include:
  - Providing each individual entering the parish with hand sanitizer.
  - Ensuring all attendees are wearing a mask.
  - Ensuring we do not have over 250 attendees including all priests and liturgical ministers.
  - Ensure social distancing is being maintained within the pews.
  - Offertory basket(s) will be placed at every aisle for people to drop in their offering. Parishioners and guests are also encouraged to use our new text-to-give feature. This can be done by texting, "Give" to (830) 215-8799. The ushers will be responsible for monitoring and collecting baskets.
  - Ushers will seat all attendees.
  - Holy water fonts will not be filled until further notice.
  - Entrance into the foyer doors of parish to be left open until Mass is full. Entrance and exit signs will be provided to direct the flow of traffic.
  - The ushers will assist in sanitization of the parish after each Mass. All ushers must wear a mask and gloves when sanitizing.

#### Music Ministry

- Music ministry members will alternate participation in the choir. Choir leaders for each mass are as follows:
  - Leaders are as follows:
    - 5:00 PM: Jeanette Morisette
    - 8:00 AM: Roxanne Zigmond

- 9:30 AM: Felix Trevino
- 11:00 AM: Neala Montague
- If a choir member would like to volunteer for a particular Mass please reach out to the designated leader directly, however this does not guarantee participation in the Mass.
- The choir area will be arranged for social distancing. The choir area should not be rearranged from designated design.
- No individual microphones may be used by the choir to avoid the spread of germs and to help limit the number of areas sanitation is needed. Overhead microphones and set condenser mics will be already set up and available for each choir. The cantor may use commentator mic during the appropriate times. Space will be limited to 2 choir members total (Maximum of 1 instruments). The pianist/designated musician will coordinate the music selections for the Mass rehearsals and direct the music during the Mass. They should ensure that all vocalists are being rotated to ensure every choir member has a chance to participate during phase 3.
- Music leaders will receive directives regarding music selections and appropriate times for music at each mass.

#### Extraordinary Ministers of Holy Communion

- There will be no Eucharistic Ministers utilized during phase 3. Communion will be distributed by priest or deacon.
- Communion will be distributed by the priest and deacon as they walk through the pews.

#### Lectors/Commentator

- One lector should be assigned per Mass per weekend. The lector will also act as the commentator prior to the beginning of Mass.
- We will use a recorded version of the rosary prior to each Mass.

#### **Adoration**

The Blessed Sacrament will be exposed after the 8:00 AM Live Stream Mass on Wednesdays and will remain in the day chapel throughout the day following social distancing guidelines. Parishioners may visit the Blessed Sacrament throughout the day. Sanitizer and sanitizing spray will be left in the day chapel. Masks must be worn if there are other parishioners from different households in the chapel. Benediction will take place at 7:00PM.

If you are currently scheduled for a particular hour of Adoration and are vulnerable or at risk and unable to fulfill your hour of Adoration please notify the office so we can ensure someone is present at all times with the Blessed Sacrament.

All parishioners are asked to please use the hand sanitizer upon entering the chapel and sanitize their area before leaving the chapel. We ask that only 16 people attend at one time.

On the first Wednesday of the month Adoration will be extended. At 7:00 PM the Blessed Sacrament will be processed into the main sanctuary and we will have a reflection, with praise and worship music. Benediction will take place at 8:00 PM. Music and reflection will be coordinated through the parish office.

Social distancing and mask requirements will be the same as a Sunday Mass.

2 Ushers will be assigned per evening.

**Other Requirements:**

- Body of Christ Only
- No receiving on tongue (until diocese grants permission)
- No Sign of Peace
- No holding hands during Our Father
- No lingering in the foyer
- No gloved hands to receive Body of Christ
- Only the family restroom will be available for use. The door to the other restrooms and cry room will be locked during phase 3. All parishioners are encouraged to go to the restroom before coming to Mass.

**Reconciliation**

The Sacrament of Reconciliation will be available by appointment through the parish office or at 4:00 PM on Saturday. Please use social distancing and sit in designated area of confessional during the Sacrament of Reconciliation. All appointments made through the parish office for the Sacrament of Reconciliation will meet the priest in prayer garden for scheduled appointment time.



### **Administering communion to the homebound/vulnerable individuals/health risks:**

- The Archdiocese of San Antonio has issued a dispensation for Masses until further notice for those that are most vulnerable and high risk. If you fall in this category and would like to be placed on a list to receive Communion, please contact the parish office.
- Communion will be delivered after the 8:00 AM Sunday Mass.
- All ministers would attend the 8:00 AM Mass and distribute to their designated assignments after Mass.
- All ministers must watch a training video and will be provided a packet.
- If parishioners would like to receive Communion they may request online or through the parish office.
- First Friday Home Visits will continue to take place.

### **Anointing of the Sick:**

- The administering of the sacrament of the Anointing of the Sick will only be done by appointment only. Please schedule through the parish office.

### **Ministry Meetings and Activities**

- Parishes are encouraged to continue having ministry meetings remotely (tele or web conference) if social distancing and regulations from state/local authorities and the mandates from the Archdiocese of San Antonio cannot be met.
- Hand-sanitizer, sanitizing spray, gloves, masks and thermometer stations will be set up in every building for ministry use at no cost. If something is missing from the supplies please contact our COVID Response Coordinator immediately.
- If any person has discerned that he or she is unable to participate in the celebration of Mass for health reasons, then they must also refrain from participating in on-site, in-person parish ministry.
- If an in-person ministry meeting is required then ministry leader must:
  - Contact the parish hall coordinator to ensure the assigned room will meet the ministries social distancing needs.
  - Ensure that attendees are seated at least 6 feet away from each other
  - Ensure that employees, volunteers, and attendees wear masks or face coverings
  - Have employees, volunteers, and attendees sanitize their hands upon entry to the room and take their temperature. Anyone with a temperature higher than 100.0°F will not be allowed to enter the building and must follow the above health and safety guidelines established under “Health and Safety Protections for Employees and Guests” section of this document..
  - Clean and sanitize meeting rooms after every meeting

- **Parish curfew is at 9:00 PM for all ministries. Please ensure all members are off the parish grounds by 9:00 PM.**
- **Food Service Ministries:** In addition to standard food safety practices and regulations, parishes who wish to resume food service ministries shall:
  - Ensure that all food preparers or distributors wear masks, gloves
  - Food should be served in individual covered containers/wrappers
  - Design your pick-up process in such a way as to limit contact and maintain social distancing guidelines between employees/volunteers and the guests they are serving
- **Overnight Camps & Retreats:** Are not allowed at this time.
- **Religious Education:** Please See Appendix A – Religious Education Guidelines and Protocols for All Ages.
- **Baptismal Prep:** Baptismal prep and baptisms have resumed. Classes may be held in small numbers. Please contact Dn. Conrad Urteaga did more information regarding baptisms.
- **Sports Facilities:** All youth sport competitions or practices are allowed. Parishes must ensure that general social distancing can be maintained and must follow the Minimum Standard Health Protocols as set forth in the Governor’s Executive Order(s) in effect at the time of the competition or practice: Youth Sports: <https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Youth-Sports-Operators.pdf>

### **Hall Rentals**

Parishes are allowed to rent their halls. Attendance must be limited to 250 people. Parishes must ensure that general social distancing can be maintained and must follow the Minimum Standard Health Protocols for Wedding Reception Venues set forth by Governor Abbott:

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Wedding-Reception-Venues.pdf>.

All parties that rent the hall must sign the Precautionary Coronavirus Liability Release Form found in Appendix C.

### **Parish Office**

The parish office will remain closed to the public. The parish staff will be working in the office from 9:00 AM - 3:00 PM, and will be unavailable for the noon lunch hour. All employees must ensure all protocols and procedures in the Health & Safety Policy are followed. If you need assistance please contact the parish staff by phone or email.

## Appendix A – Religious Education Guidelines and Protocols for All Ages.

The following procedures will assist our parish to serve children, teens, families, adults and volunteers at parishes on-site and off-site throughout the 2020-2021 Catechetical Year. 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.

### Religious Education Schedule

- Elementary Faith Formation (English): Sundays, 9:30 AM – 10:30 AM (Pruski Hall, Obrien Classrooms & Flanagan Hall)
- Spanish Faith Formation: Sundays, 10:45 AM – 11:45 AM (Pruski Hall)
- Middle School Faith Formation: Wednesdays, 7:00 PM – 8:00 PM (Pruski Hall)
- Life Teen: Wednesdays, 7:00 PM – 8:00 PM (Pruski Hall)
- Confirmation: Sundays, 9:30 AM – 10:30 AM (Obrien Hall)
- RCIA/RCIC: Mondays, 7:00 PM – 8:00 PM (Pruski Hall & Classroom– Fall Semester) | Sundays 8:00 AM – 10:30 AM (Pruski Classroom, Obrien Room 1 – Spring Semester)
- Adult Bible Studies – Please contact ministry leaders.

### Hybrid Religious Education Model

Parents will have the option to choose in person or at home studies based on their individual family's needs.

- In Person Study
  - Class sizes will be limited to 8 students per teacher with the exception of sacramental prep which will be held in various halls (Confirmation 1 & 2 – Obrien Hall, First Communion – Flanagan Hall). See full religious education calendar for dates.
  - Parents who choose this option will be required to sign and acknowledge Appendix B Participation Disclosure. This is currently included on all enrollment forms.
- At Home Study
  - **Non-Sacramental Prep:** Packets will be picked up by month during the first week of the month from the Foyer of Flanagan Hall. Designated hours will be assigned for pick up and parents will sign up through an event-bright link that will be sent to them monthly. Homework assignments should be submitted by the last day of the month and attendance will be given based on assignment submission. Assignments can be submitted online or dropped off when picking up the next month's packet. Please note this is especially important for students who will be entering a sacramental year the following year so attendance can be documented.
  - **Sacramental Prep:** Confirmation and First Communion classes will offer a designated teacher for their virtual class. This will take place during regularly scheduled religious education class times. Attendance will be taken during the scheduled session, and all sessions will be recorded. Parents who choose this option will be required to sign, Appendix B – Provisions for Informed Consent For Minor Participation Via Telecommuting/Virtual Conferences (COVID-19)
  - **Should a family want to move to in-person studies they should provide notification 10 days prior to the date requested to make the change to allow enough time for preparation.**

### Arrival & Dismissal

The following procedures will be followed for arriving and dismissal at Faith Formation Classes.

- Students will report directly to their classrooms.
- Dismissal will be done outside of the buildings. Each class will be assigned a designated pick up area outside of their respective buildings. Each class will be provided a map of their pick up station.

## **Prior to Engaging in Religious Education or Youth Ministry Events**

- **Cleaning/Sanitizing Common Space/ Touch-Point**
  - While surface spread of COVID-19 is less common than previously reported, continue to disinfect all common touch surfaces prior to the event. Catechists will be responsible to ensure their areas are sanitized for classes before and after.
  - Areas to be sanitized include but are not limited to: light switches, door knobs, chairs or tables in use, microphones/audio equipment, etc.
  - It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.
- **Event Temperature Checks**
  - Upon entry to class rooms all attendees will have their temperature checked. Minors will be checked in by their catechists and adults will complete a self-check and screening.

## **During Religious Education, Youth Ministry Events, or Parish Ministry Events**

- **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 recommendation distance is 6 feet.
- **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.
- **Attendance Sheet/App to track participation**
  - Staff and volunteers 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. 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 14 days from the date of exposure.
- **Outdoors or in open public space is preferred.**
  - Most Youth Ministry activities can be done outdoors. Whether games/activities, talks or witnesses, small groups or prayer/worship, all these can be done outdoors where there is the lowest chance of contracting or spreading the virus..

## **Face Coverings/Masks**

- When indoors, participants and adult leaders must wear face coverings.
- All students will be required to wear a face mask to faith formation. Should a student not be able to wear a mask because of a health reason or due to age, please communicate this to our COVID Response Coordinator.

## **Necessary Sanitation**

- All common touch points should be sanitized before and after each meeting.
- If possible, utilize larger classrooms or parish hall to allow for adequate social distancing.
- It is recommended that participants not share materials (notebooks, writing implements) or personal items such as water bottles. Faith formations at all levels will provide each student with their individual student box that will be used weekly.
- Food, snacks, and drinks during faith formation will be prohibited during faith formation time. Students may bring their own water bottle to class, as the water fountains will be off limits during Phase 3.

## **After Ministry Events**

Catechist and ministry volunteers will be responsible for sanitizing their classrooms and halls at the end of each class. Supplies such as sanitizing spray, gloves and masks will be provided.

## **Feedback/Adjustments**

These recommendations will be reviewed and revised as necessary on a regular basis to adapt to changing conditions. Recommendations may be relaxed or increased based on the recommendations of federal, state, and local health departments.

## **Reporting**

Should anyone test positive for COVID-19 or Flu within 14 days of being on our parish grounds, please notify our COVID Response Coordinator as there are specific mandates and reports that are required as per the Archdiocese of San Antonio.

- Contact information for the COVID Response Coordinator is:
  - Jessica Lubianski
  - Cell: 210-400-5683
  - Email: [jessical@stjeromesatx.org](mailto:jessical@stjeromesatx.org)
- Reported information will remain confidential. However, should a guest, student, volunteer or employee test positive, we are obliged to notify those persons who may have been in direct contact with an individual.

**APPENDIX B - PROVISIONS FOR INFORMED CONSENT FOR MINOR PARTICIPATION VIA TELECOMMUTING/ VIRTUAL CONFERENCES (COVID-19)**

This Informed Consent for minor participation via telecommuting contains important provisions for using the phone or the internet during the period of the current COVID-19 pandemic. Please read this carefully, and let your religious education directors/coordinators or youth ministers know if you have any questions.

In accordance with the Code of Conduct enacted by the Archdiocese of San Antonio, all ministry with minors via telecommuting will occur with two qualified adults in the sessions at all times.

For purposes herein, telecommuting refers to participating in religious education classes, youth groups, or other meetings remotely using telecommunications technologies, such as video conferencing or telephone.

Risks to confidentiality. Because telecommuting takes place outside of the normal gathering places on parish grounds, there is potential for other people to access these conversations or stored data could be accessed by unauthorized people or companies.

You are solely responsible for obtaining any necessary equipment, accessories, or software for your child to participate in telecommuting, as well as for ensuring the security of such equipment, accessories or software for your child’s participation.

Recording. The telecommuting sessions shall be recorded by the religious education coordinators/youth ministers solely for auditing purposes and such recordings may not be published in any form, including any social media forums and will not be recorded on personal devices.

**Parent/Legal Guardian Informed Consent**

This agreement is intended as a supplement to the registration forms for in-person ministry with minors and does not amend any of the terms of that agreement. Your signature below indicates agreement with its terms and conditions.

I agree to allow my child, \_\_\_\_\_, who is age \_\_\_\_\_, and in the \_\_\_\_\_ grade to participate in religious education/youth group participation via telecommuting with religious education/ youth group qualified adults at St. Jerome Catholic Church for the 2020-2021 catechetical year. I understand that sacraments will not be given virtually and there will be events when it is necessary to attend in person.

Should I choose to have my child stop attending virtually and move to in person catechesis I will provide a written request 10 days prior to the change, and also understand that my child’s catechist may change.

\_\_\_\_\_  
*Parent/Legal Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Printed Legal Name**

## **APPENDIX B – PARTICIPATION DISCLOSURE**

St. Jerome 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-risk-populations.html>

## Appendix C - Precautionary Coronavirus Liability Release Form

Due to the 2019-2020 outbreak of the novel Coronavirus, COVID-19, we are taking extra precautions regarding use of our facilities, renting our facilities, and attending services at our parish, as well as sanitation and disinfecting practices. Please complete the following and sign below to acknowledge and release St. Jerome Catholic Church of any and all liabilities for the unintentional exposure or harm due to COVID-19.

Main Symptoms of COVID-19 include:

- Fever Fatigue
- Dry Cough
- Difficulty Breathing

I/We, \_\_\_\_\_ agree to the following:

- I/We understand the above symptoms and affirm that we, as well as all household members, do not currently have, nor have experienced the symptoms listed above within the last 14 days.
- I/We affirm that I/We as well as all household members, have not been diagnosed with COVID-19 within the last 30 days.
- I/We affirm that I/We, as well as all household members, have not knowingly been exposed to anyone diagnosed with COVID-19 within the last 30 days.
- I/We affirm that I/We, as well as all household members, have not traveled outside of the country, or to any city outside of our own that is or has been considered a “hot spot” for COVID-19 infections within the last 30 days.
- I/We understand that St. Jerome Catholic Church cannot be held liable for any exposure to the virus or any other contagion caused by attending or holding a function at St. Jerome Catholic Church.
- I/We will do our best to inform all event attendees of the regulations mandated by holding an event on the property owned by the Archdiocese of San Antonio.
- I/We will follow all state guidelines, local guidelines and all mandates of the Archdiocese of San Antonio. I/We will ensure all guests also follow these guidelines and mandates as well to include but not limited to social distancing rules, masks, sanitation, etc.
- I/We understand that we were provided with guidelines, and will follow all rules and regulations accordingly
- I/We understand that we are obligated to notify St. Jerome Catholic Church if anyone in attendance tests positive for COVID-19 for 14 days following the event.

By signing below, I agree to each above statement and release St. Jerome Catholic Church from any and all liability for the unintentional exposure or harm due to COVID-19.

Your event attendees will need to agree and abide by these same standards and affirm the same. We also affirm that we have improved and expanded our sanitation protocols to more thoroughly fight the spread of COVID-19 and other communicable conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Appendix C - Health & Safety Procedures for Facilities Rentals**

The following guidelines must be adhered to when renting any of the Facilities at St. Jerome Catholic Church:

1. Hand sanitizer must be provided by the contract holder.
2. Attendees should sanitize upon entering the facility.
3. Sanitizing spray should be provided by the contract holder.
4. All guests should wear masks at all times, except when eating or drinking.
5. Catering companies should follow the current mandates and food distribution regulations from state and local authorities.
6. Tables and seating should be socially distanced from one another.

If you would like sanitizer or sanitizing spray to be provided for your event it is available for a fee of \$30 payable to St. Jerome Catholic Church.

### **Guidelines for Ushers at Weddings**

The ushers in your wedding party play a vital role in the safety of your guests on your wedding day. Ushers in your wedding party will be responsible for:

1. Providing each guest hand-sanitizer upon entry to the church.
2. Ensuring all guests are seated in every other row to allow distribution of communion.
3. Assist guests in exiting through the side doors after final blessing, and keep guests from entering the foyer after final blessing, as the wedding party will be waiting in the foyer after the wedding.
4. Sanitize the church after the Mass.