

Re-Open Parish Life (Groups) Requirements to Schedule/Meet

Group Event/ Meeting	Date	Time	Location
Check Off List			
			Check Off
Get Event/Meeting approved on Parish Calendar			
Responsible person pre-assigned for each event			
Maximum attendees 25 at this time (Stricter of State and Archdiocesan rules currently in effect)			
Stay home if you are sick			
Complete questionnaire			
Social Distancing of minimum 6 feet required			
Contact List for each group meeting			
Event Name/Meeting, Date, Time and Location			
Attendee			
Attendee Phone Number			
Email – Optional			
Initial Off if info is preprinted for accuracy			
Copy submitted to Parish Office upon completion of the event			
Prop doors open			
Sanitize hands as you enter and exit			
If singing, must wear mask			
No food			
No coffee (allowed to bring your own personal coffee from home or purchased off site for your personal use)			
Sanitize/clean all areas that has been used or touched after the meeting/event			
Chairs			
Tables			
Restrooms			
Door Handles			
Equipment			
Mop Floor			
Responsible Person Sign-Off		Date	