INITIAL STEPS

The following steps should be undertaken in each parish to ensure that the preparations in each church are efficiently and effectively planned.

ACTION	CONFIRM / COMMENT
1. Establish a Covid-19 Support Team of parishioners to organise preparations and to oversee their implementation and verification.	
2. Identify volunteers to assist with the implementation and verification.	
3. Provide appropriate induction and training where necessary to priests, ministers, readers, employees and volunteers.	
4. Secure an appropriate supply of signage, cleaning/sanitising materials and accessories and items necessary for protection.	
5. Having considered the most up-to-date advice on physical distancing, what is the number of people that can be accommodated safely in each church?	
6. How will this be managed?	
7. How will this be communicated to the people?	

8. Have we clearly indicated the areas in the church where people can sit (e.g. by closing off rows of seats, allowing one person to sit at the end of each free row while permitting those from the same household to sit together, etc.)?	
9. Have we stewards available, as necessary and appropriate, to assist people entering or leaving the church and to direct them to available seats?	
10. Have we provided appropriate marking to help people to maintain physical distance, particularly when approaching for Holy Communion?	
11. Have we taken account of the needs of people with disabilities?	
12. Have we issued clear advice regarding people observing physical distancing while outside the church?	
13. Is there appropriate signage to communicate these messages?	
14. Have all Holy Water fonts been emptied?	

15. If it is decided to continue providing toilet facilities, are these clean and appropriately stocked?	
16. Can doors be kept open when people are arriving and departing from Mass or other celebrations to minimise contact with door handles, etc. and to improve ventilation?	
17. Have sufficient hand sanitisers been provided at all entrances and exits?	
18. Has the issue of the sharing of missalettes been considered? (reusable prayer books, hymnals, hymn sheets, etc. should not be distributed at this time)	
19. What safe mechanism has been put in place for taking up church collections (e.g. secure and supervised boxes near the doors of the church)?	
20. Have we identified those areas and objects in the church which will require frequent cleaning (i.e. seats, ambo, microphones, shrines, door handles, etc.)?	
21. Has a process been put in place to ensure the regular cleaning of these, including after every gathering?	
22. Is there a schedule for, and appropriate monitoring of general cleaning and sanitising of the church, including the sacristy?	