

St. Hubert Catholic Parish COVID-19 Preparedness Plan

INTRODUCTION:

COVID-19 has reshaped many plans and priorities and we have had to adapt and be creative in serving the formation of our Catholic people. Current trends indicate that these new and unique challenges are not going away anytime soon and the 2020-2021 St. Hubert Catholic Parish Ministry year will be altogether different for everyone. Following the guidance of our Archdiocese, we recognize the importance of balancing the safety of all our parish members with our needs for community, prayer, formation and the sacraments. In collaboration with the Archdiocese of Saint Paul and Minneapolis and St. Hubert School, we have prepared this plan to guide our ministries and programs for the 2020 – 2021 year with the understanding that it will be updated and adapted as the situation changes in our parish and local community. This plan will cover all current and future programs, activities and events that are overseen by the St. Hubert Catholic Parish staff, including but not limited to Pre-K and Elementary Catechesis and First Sacraments Preparation, EDGE, Confirmation Preparation, Youth Ministry, Young Adult Ministry, GROW, Men's Ministry, Bible Study and other small groups, Charity and Justice Ministries, RCIA, Baptism and Marriage Preparation, Hospitality and Community Life Ministries, Pastoral Care Ministries and any other parish ministries.

All St. Hubert Catholic Parish events will be of one of the following types and could change types as the local situation changes:

- A. Onsite/in-person activities and events
- B. Virtual/Online/Remote activities and events
- C. Hybrid approach, combining both virtual and in-person elements

To fully integrate our plan with that of St. Hubert School, we followed the same format and organization. We cover four important domains, each with benchmarks and protocols we will implement. At the end of this document is a summary of these protocols for all parish members to read and follow. We encourage anyone with concerns, comments or questions to contact the Director of Discipleship at the St. Hubert Parish Office.

A NOTE ON THESE PROTOCOLS (FROM THE ARCHDIOCESE GUIDELINES):

When taken as a whole, these Protocols outlined below create a framework that provides multiple safeguards that reduce the spread of COVID-19. As the CDC has recently noted, these steps are similar to the layers of protections that exist when driving our cars. They include strategies that each individual can take, such as using your seat belt, as well as environmental strategies, such as speed limits, and policies like requiring a test to get a driver's license. Stacking these best practices with several layers of safeguards help reduce the spread of COVID-19 and lower the risks when we re-open our St. Hubert Catholic Parish programming in the fall.

In order to welcome parish members back into the parish and school buildings, we will use these protocols to responsibly plan, transparently communicate, and implement a number of action steps to lower the risk of COVID-19 transmission. It is important to remember that it is not one mitigation strategy, but a combination of all these strategies taken together that will reduce the risk of transmission. The protocols are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can reduce that risk. In other words, establishing a culture of health and safety that focuses on regularly enforcing these important practices is more important than any one measure.

We also recognize and fully support each person's and each family's choice to attend or not attend St. Hubert Catholic Parish activities in person. We will do all we can to offer both in-person, at-home and online options for as many activities and programs as possible, so each person and family can feel safe and supported in their faith formation. We welcome all members to contact the Director of Discipleship with questions, concerns, or specific needs so we can work together to grow in our faith, keep our members and community safe, and continue to BELONG, RECEIVE, STRENGTHEN and SHARE.

DEFINITIONS AS USED IN THIS DOCUMENT

- **St. Hubert Catholic Parish Event**: all current and future programs, activities and events that are overseen by the St. Hubert Catholic Parish staff, including but not limited to Pre-K and Elementary Catechesis and First Sacraments Preparation, EDGE, Confirmation Preparation, Youth Ministry, Young Adult Ministry, GROW, Men's Ministry, Bible Study and other small groups, Charity and Justice Ministries, RCIA, Baptism and Marriage Preparation, Hospitality and Community Life Ministries, Pastoral Care Ministries and any other parish ministries
- **Participant**: children, youth, volunteers, staff or adults present at any St. Hubert Catholic Parish event
- **We**: St. Hubert Catholic Parish staff and designated volunteer leaders, including but not limited to the Director of Discipleship, the Associate Directors of Elementary Catechesis and Youth Ministry, catechists, group leaders and other staff and ministry volunteers.
- **St. Hubert Catholic Parish Staff**: including but not limited to the Director of Discipleship, the Associate Directors of Elementary Catechesis and Youth Ministry, Liturgy and Pastoral Care staff
- **Event Leader**: the staff or volunteer who has planned and scheduled the event or the ministry staff liaison or ministry volunteer who heads the St. Hubert Catholic Parish ministry connected with the event.
- Faith formation events and activities generally fall into three categories:
 - **Static**: A structured situation such as a talk or presentation on some aspect of the faith. Attendees arrive, sit and listen or pray, and then depart. This would also

include faith formation classes for children and youth, provided all participants except the catechist face the same direction.

- **Static Plus:** Gathering in a larger group and then breaking into small groups. Other examples would be bible studies or small groups where participants are facing and talking towards each other and all events held outdoors.
- **Dynamic:** An unstructured situation such as a social gathering that involves high levels of movement throughout one or more indoor or outdoor spaces.

I. DOMAIN I: PROMOTING BEHAVIORS THAT REDUCE SPREAD

A. Benchmark A: Staying Home when appropriate

1. Protocol 1: All participants of any St. Hubert Catholic Parish event are required to stay home when they are sick. No one will be permitted to attend in person if they have or develop any symptoms that may be consistent with COVID-19.

a. Possible Symptoms of COVID-19 (including but not limited to):

- (1) new onset or worsening cough
- (2) Shortness of breath or difficulty breathing
- (3) Fever of 100.4° F or higher
- (4) chills
- (5) Muscle aches
- (6) New onset of severe headache
- (7) Sore throat
- (8) New loss of taste or smell
- (9) Nausea
- (10) Excessive fatigue
- (11) New onset of nasal congestion or runny nose
- (12) Vomiting
- (13) Diarrhea

b. If a participant is displaying symptoms consistent with COVID-19 or has had close, sustained contact with a person with COVID-19 (close, sustained contact is contact at less than 6 feet for more than 15 minutes), a laboratory test should be obtained. Household members should stay home until test results are received. Consult the [MDH Decision Tree](#) for complete guidelines.

c. If a participant exhibits symptom of illness while at a St. Hubert Catholic Parish event:

- (1) **The participant will be isolated in a separate space (see Domain II, Benchmark C, Protocol 1) while he or she waits to be picked up or is able to leave on his or her own – adult participants will be asked to leave immediately if they are able to drive.**

(2) The participant will be provided appropriate safety hygiene items, such as a mask, facial tissues, and water bottle.

(3) We will have a no-touch thermometer available to take and record the temperature of any participant who exhibits symptoms of illness while at a St. Hubert Catholic Parish event.

(4) Designated staff member who is supervising or event leader will be sure to wear appropriate mask and gloves, along with practicing social distancing, when possible, until the participant is picked up or able to leave. Until the participant departs, he or she is required to wear a mask and maintain social distancing as possible.

d. Parents or guardians will be contacted immediately and asked to pick up their child participants. If they are unable to immediately come to get their child, we will contact an emergency contact or other authorized pick-up person to immediately pick up the child.

(1) Verbiage to be used: “At St. Hubert Catholic Parish, the health and safety of our community and especially our children is of paramount importance. We have noticed that your child seems to be exhibiting signs of illness, including [list out]. We would appreciate your help and cooperation with maintaining a healthy environment for all and ask that your child be taken home until they no longer show signs of illness, without medications including Tylenol, following our health guidelines.” A copy of the health guidelines for returning will be given to the parents or guardians when they arrive to pick up the child. Adult participants will be given a copy of the health guidelines for returning when they depart with symptoms. (see Domain I, Benchmark A, Protocol 2 for guidelines.)

e. If daily and regular routine cleaning and disinfecting has been done, additional cleaning may not be necessary, depending on when the person infected was last in the building. Maintenance staff will be notified by St. Hubert Catholic Parish staff of the spaces the participant occupied before he or she departed due to symptoms.

2. Protocol 2: When determining when participants may return to St. Hubert Catholic Parish events, St. Hubert Catholic Parish staff will follow the directives of the participant’s health care provider. In the event no advice has been sought or given, St. Hubert Catholic Parish staff will use guidelines provided by public health officials.

a. Follow [MDH Decision Tree](#)

(1) This tool applies to children, students, or staff members who are experiencing symptoms consistent with COVID-19. Symptoms consistent with COVID-19 fall into two groups:

(a) More common symptoms are one or more of these: fever of 100.4°F or higher, new onset and/or worsening cough, difficulty breathing, and new loss of taste or smell.

(b) Less common symptoms are two or more of these: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, and new onset of nasal congestion or runny nose.

(2) After identifying the COVID-19 symptoms, select one of two possible paths.

(c) First path

1. The first path is for when the person is experiencing **only one** symptom from the list of “**less common**” symptoms.
2. Next, evaluate that symptom and determine if the person is well enough to stay in the program.
3. If yes, attend or remain in program.
4. If no, they should stay home or be sent home and consider an evaluation from a health care provider or COVID-19 testing.
5. If evaluated and/or tested, follow second path numbers 3 – 7.
6. If the person is sent home, they can return to the program 24 hours after the symptom has improved.
7. The person’s siblings or household contacts do not need to stay home or quarantine.

(d) Second path

1. The second path is for when the person is experiencing **one “more common” symptom or at least two “less common”** symptoms.
2. If yes, the person stays home or is sent home, and their siblings or household contacts stay home or are sent home.
3. The person with symptoms is either seen by a health care provider for an evaluation and COVID-19 test or they do not seek a medical evaluation.
4. If the person does not seek a medical evaluation, they must stay at home in isolation for at least 10 days from the time their symptoms started until symptoms are improved and no fever for 24 hours without fever reducing medications. Siblings and household contacts must stay home and quarantine from all activities for at least 14 days starting with the day they were last in contact with the person who is experiencing COVID-19 symptoms.
5. If the person receives an alternate diagnosis to explain the symptoms, they can then return to the program 24 hours after symptoms have improved or as directed by a health care provider. Siblings and household members do not need to stay home or quarantine any longer once the alternate diagnosis is known.
6. If the person tests negative for COVID-19, they can return to the program 24 hours after symptoms have improved. Siblings and household members do not need to stay home once the negative result is known.
7. If the person tests positive for COVID-19, they must stay at home in isolation for at least 10 days from the time the symptoms started until symptoms have improved and no fever for 24 hours without fever reducing medications. Siblings and household contacts must stay home and quarantine from all activities for at least 14 days starting with the day they were last in contact with the person who is experiencing COVID-19 symptoms.

(e) Close contact path

1. *The document also provides guidance for people who are a close contact with someone who tested positive for COVID-19. A close contact is a person who was within 6 feet for at least 15 minutes of someone who is infected. This includes anyone who lives in the same household.*

2. *If a person is a close contact, the person must quarantine and stay home from all activities for at least 14 days since the last day of contact with the positive case. Even if the close contact receives a negative test result, they need to complete 14 days of quarantine before returning to program. Close contacts should seek COVID-19 testing 5-7 days after last contact with the positive case. The siblings and household members of the close contact do not need to stay home or quarantine.*

3. *If a person who is a close contact develops symptoms and/or tests positive for COVID-19, the person must stay home in isolation for at least 10 days from the time their symptoms started until symptoms are improved and no fever for 24 hours without fever reducing medications. Siblings and household contacts also must stay home and quarantine from all activities for at least 14 days.*

3. Protocol 3: Eliminate or prudently modify participant attendance policy incentives that could cause a participant to come to a St. Hubert Catholic Parish event when ill (e.g., requirements for sacramental preparation programs.)

a. Any requirements for St. Hubert Catholic Parish events, particularly but not limited to sacramental preparation events, will be adjusted on a case by case basis by the Director of Discipleship at St. Hubert Catholic Parish. This does not apply to any safe environment training requirements; only requirements related to the participant's attendance at the event will be adjusted.

4. Protocol 4: St. Hubert Catholic Parish will designate the Director of Discipleship at St. Hubert Catholic Parish to be the primary COVID-19 Designated Point of Contact and the Associate Director of Discipleship: Youth Ministry to serve as a back-up COVID-19 Designated Point of Contact if the primary COVID-19 Designated Point of Contact is unavailable. This Point of Contact is responsible for responding to COVID-19 concerns. All participants should know who these individuals are and how to contact them. All leaders of St. Hubert Catholic Parish events will be given contact information for these individuals at the time of training (see Domain IV, Benchmark A, Protocol 4.)

5. Protocol 5: The Director of Discipleship at St. Hubert Catholic Parish will inform participants of the public-health recommendations for quarantining after exposure to COVID-19 as outlined in Domain I, Benchmark A, Protocol 2 of this document.

B. Benchmark B: Practicing Personal Hygiene Measures

1. Protocol 1: All participants will be shown proper hand sanitization procedures at the beginning of the event as appropriate, by the event leader or by St. Hubert Catholic Parish staff.

2. Protocol 2: Hand sanitizer will be provided at each entrance door(s) and each participant will need to use hand sanitizer upon entry. We will stand and remind

participants as they walk through doors. Participants will be required to wash hands with soap & water for at least 20 seconds or use hand sanitizer at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks/water bottles
- Before and after eating or handling food, or feeding children
- After using the bathroom
- After contacting bodily fluids – injury, coughing, sneezing or using a tissue
- After playing outdoors
- After handling garbage
- After assisting children washing their hands, especially younger ages who are still learning how to wash the correct way

3. Protocol 3: All participants younger than age 18 will be shown proper respiratory etiquette at the beginning of the event as appropriate. We will provide periodic reminders of this behavior throughout the year.

a. Practicing Proper Respiratory Etiquette at St. Hubert Catholic Parish means that members of the community are 1) covering coughs and sneezes with a tissue 2) throwing used tissues in the trash and 3) washing hands using hand washing protocols after coughing or sneezing. If tissues are not immediately available, participants are coughing or sneezing into their elbow.

b. All St. Hubert Catholic Parish staff and event leaders will be trained in hand washing, hand sanitizing and proper respiratory etiquette before events and will be reminded by St. Hubert Catholic Parish Staff to review these procedures at least once a month during the year. These trainings and reminders will be documented.

Protocol 4: All participants younger than age 18 will be encouraged and reminded to not touch their faces or masks. If faces or masks are touched, hands should be washed or sanitized. All participants will be required to wear face masks or face shields at all times during an event, except when eating or if an individual is exempt from the Minnesota mask mandate.

C. Benchmark C: Social Distancing

1. Protocol 1: St. Hubert Catholic Parish will consider all public health recommendations for social distancing and implement those that are reflective of the ages of the participants at each event and are responsive to the level of community spread in the wider local community at the time of the event.

a. All St. Hubert Catholic Parish events will be kept to the Static or Static Plus categories. Each event leader will be provided with training to explain these categories

before the event occurs and agree to follow all the required protocols in this plan, including to maintain the event's expected level of interaction during the entire event. Failure to follow the protocols or to maintain proper interaction between participants will result in the event's cancellation and/or in requiring the leader to attend a retraining meeting before his or her next event.

b. Except for Elementary, Confirmation, Middle School and High School St. Hubert Catholic Parish events, all St. Hubert Catholic Parish events will be limited to using the Family Room, Fellowship Hall, Church, Narthex or room 222B (Adult Meeting Room) as available.

c. All participants will not be allowed to share materials or supplies, will maintain at least 6 feet of distance for adults and youth in 6th through 12th grades, and at least 3 feet of distance for youth in Pre-K through 5th grades. Individual books, but no other supplies, will be provided by St. Hubert Catholic Parish to reduce the number of contact opportunities in these events. Children in St. Hubert Catholic Parish catechesis programs will be required to bring their own supplies and book with them each class and take them home each class.

d. Restrooms will have a limited number of participants in them at one time to maintain the minimum 6 feet of distance. For youth in Pre-K through 5th grades, the adult event leaders (catechists, adult class volunteers or hall monitors) will limit the number of youth allowed to use the restroom to one at a time, and verify that each child sanitizes his or her hands upon returning to the classroom. If two or more children arrive at the restroom at the same time, the hall monitor will have all the children wait in the hallway with 6 feet of distance except the one child currently using the restroom. Adult participants will self-monitor their social distancing while using designated restrooms for their events. Each event will have one designated restroom for participant use during the event, to minimize the areas that will need sanitization.

II. DOMAIN II: MAINTAINING HEALTHY FACILITIES

A. Benchmark A: Cleaning and Disinfecting Efforts

1. Protocol 1: St. Hubert Catholic Parish staff will communicate the following sanitization and cleaning protocols to each event leader during the required training before the event.

a. Immediately after the event, each event leader will use the provided sanitizing spray to sanitize all surfaces touched by participants during the event except for participants' personal supplies. This must include desks, tables, chairs and any other surfaces that have been touched by any participant (doorknobs, light switches, etc.) If an item or surface cannot be sprayed, appropriate sanitizing supplies will be provided and used (example, electronic equipment.) The event leader will also record this action as completed on the provided sanitization log for each event location. The Director of Discipleship will maintain all logs and records of sanitization after events.

- b. Doors will be left unlocked during entry to minimize touching of door handles.*
 - c. Designated bathrooms will be sprayed with provided sanitizing spray at the end of the event by the event leader or another trained volunteer.*
 - d. Participants will be instructed not to use drinking fountains.*
 - e. Since all St. Hubert Catholic Parish events are at the Static or Static Plus level of interaction, which requires participants to remain in one room or location during the entire event, no hallways or entry ways will be sanitized.*
2. Protocol 2: St. Hubert Catholic Parish will follow all “Right to Know” rules for chemicals and will provide the Safety Data Sheet and training for each chemical. MSDS books are located in the parish office. All event leaders will keep chemical sanitizing solutions out of the reach of participants under the age of 18.

B. Benchmark B: Adequate Supplies

1. Protocol 1: St. Hubert Catholic Parish Staff will coordinate the purchase, inventorying and availability of the necessary sanitization supplies needed to fulfill the requirements of this plan for sanitization.

C. Benchmark C: Separate Physical Space for Participants with Symptoms of COVID-19

1. Protocol 1: All St. Hubert Catholic Parish events will use a chair placed close to the exit nearest the event space but as far as possible from other participants to isolate any participant that displays symptoms before he or she departs. Once the participant leaves, the event leader or trained volunteer will sanitize the chair properly and any other surface the person may have touched.
2. Protocol 2: The staff member or event leader will be provided with disposable gloves, masks, and any other appropriate PPE to supervise a participant who shows symptoms of illness until he or she departs. St. Hubert Catholic Parish Staff will coordinate the purchase, inventorying and availability of PPE.

D. Benchmark D: Engineering Controls

1. Protocol 1: As is outlined in the St. Hubert School Preparedness Plan, Maintenance will continue to inspect and maintain HVAC system and components and will calibrate them to the extent possible to ensure appropriate interior air movement. Economizers will be adjusted to the recommended fresh air flow.

Protocol 2: Drinking fountains will be turned off, except for bottle fillers, and all participants will be instructed to bring their own water bottles. No use of drinking fountains will be allowed. Water systems will be flushed to make sure that all drinking water is safe to ingest. Faucets, paper towel dispensers, and soap dispensers will be

evaluated to be certain they are in proper working order and will be repaired throughout the year as needed.

III. DOMAIN III: MAINTAINING HEALTHY OPERATIONS

A. Benchmark A: Symptom Monitoring and Screening

1. Prior to attending any St. Hubert Catholic Parish event, all participants, or their parents if under the age of 18, will be given a Liability Waiver to read that explains the increased risk of attending the event. This step will be recorded on the attendance or registration records kept by the Director of Discipleship for the event.

2. Protocol 1: Prior to attending any St. Hubert Catholic Parish event, all participants, or their parents if under the age of 18, will complete a self-check at home which will include the following:

- a. Take their own or the participant's temperature and confirm it is less than 100.4° F.*
- b. Ask themselves or the participant each question on the MDH Health Screening Checklist (provided for each event participant before attending and/or before entering the meeting space.)*
- c. Confirm that they themselves or the participant has not been in close contact with someone exhibiting COVID-19 symptoms.*
- d. If a participant cannot pass these screening steps, they must not attend the event.*
- e. All events held during times when St. Hubert School is in session will require temperature checks for all participants before entering the meeting space.*
- f. Any participant who states they do not feel well or who exhibits symptoms of COVID-19 will be isolated and screened as stated in Domain I, Benchmark A, Protocol 1c.*

B. Benchmark B: Caring at Events for Participants who Exhibit Symptoms of COVID-19

1. Protocol 1: See Domain I, Benchmark A and Domain II, Benchmark C for protocols regarding participants who exhibit symptoms of COVID-19 during St. Hubert Catholic Parish events.

2. Protocol 2: The St. Hubert Catholic Parish Point of Contact will communicate with the participant and his or her family regarding current public health guidance for caring for others who are sick and regarding information needed for when he or she can participate in St. Hubert Catholic Parish events using the [MDH Decision Tree](#) handout given to the participant.

C. Benchmark C: Event Environment

1. Protocol 1: All St. Hubert Catholic Parish events will be kept to the Static or Static Plus categories. Each event leader will be provided with training to explain these categories before the event occurs and agree to follow all the required protocols in this plan, including to maintain the event's expected level of interaction during the entire event. Failure to follow the protocols or to maintain proper interaction between participants will result in the event's cancellation and/or in requiring the leader to attend a retraining meeting before his or her next event.

a. Event leaders will be sure that seating is set up to ensure social distancing. They will remind all participants to wear masks, maintain appropriate social distancing, use proper respiratory etiquette, not share materials and let the leader know if they are feeling ill.

b. Except for Elementary, Confirmation, Middle School and High School St. Hubert Catholic Parish events, all St. Hubert Catholic Parish events will be limited to using the Family Room, Fellowship Hall, Church, Narthex or room 222B (Adult Meeting Room) as available.

c. All participants will not be allowed to share materials or supplies, will maintain at least 6 feet of distance for adults and youth in 6th through 12th grades, and at least 3 feet of distance for youth in Pre-K through 5th grades. Individual books, but no other supplies, will be provided by St. Hubert Catholic Parish to reduce the number of contact opportunities in these events. Children in St. Hubert Catholic Parish catechesis programs will be required to bring their own supplies and book with them each class and take them home each class.

d. Restrooms will have a limited number of participants in them at one time to maintain the minimum 6 feet of distance. For youth in Pre-K through 5th grades, the adult event leaders (catechists, adult class volunteers or hall monitors) will limit the number of youth allowed to use the restroom to one at a time, and verify that each child sanitizes his or her hands upon returning to the classroom. If two or more children arrive at the restroom at the same time, the hall monitor will have all the children wait in the hallway with 6 feet of distance except the one child currently using the restroom. Adult participants will self-monitor their social distancing while using designated restrooms for their events. Each event will have one designated restroom for participant use during the event, to minimize the areas that will need sanitization.

D. Benchmark D: Large Group Gatherings

1. Protocol 1: All St. Hubert Catholic Parish events will be limited to the spaces as outlined in Domain III, Benchmark C and at 50% room capacity or less if necessary, to maintain required social distancing protocols. All other protocols outlined in this plan will be followed.

E. Benchmark E: Visitors and Non-Registered Participants

1. Protocol 1: All participants who attend any St. Hubert Catholic Parish event will be required to register ahead of time or will be required to furnish contact information before entering the meeting space. If the event is held during a time when St. Hubert School is in session, all participants will be required to have their temperature taken as part of the attendance procedure. Anyone with a temperature greater than 100.4° F. will not be allowed to enter the meeting space and will be sent home. Temperatures taken at entrance times will not be recorded. If a participant shows symptoms at the event, his or her temperature will be taken and recorded. Attendance information and logs will be kept by the Director of Discipleship for 60 days after the date the event is held and then destroyed.

F. Benchmark F: Participant Movement Before, During and After Event

1. Protocol 1: Participants at all St. Hubert Catholic Parish events will enter and leave through the door nearest the room in which they will meet. For Fellowship Hall, Family Room, Church, Narthex and Room 222B, participants will enter and exit through door 1 or door 7. For the Gym for EDGE, participants will enter and exit through door 24. For Pre-K through 5th grade catechesis classes, participants will enter through doors 8, 11 or 14. All participants will wear masks or face shields during entering and exiting the building, as well as during the event, as outlined in Domain I, Benchmark B, Protocol 4.

2. Protocol 2: All St. Hubert Catholic Parish events will remain Static or Static Plus levels of interaction, so no movement will be allowed from the meeting space, except to enter and exit the building or to use the restrooms as outlined above in Domain III, Benchmark C, Protocol 1.

G. Benchmark G: Food Service During Event

1. Protocol 1: All food served during any St. Hubert Catholic Parish event will follow the CDC and MDH guidelines for food service. No self-serve, buffet-style items will be offered. Food will either be individually plated by event leaders or volunteers wearing masks and gloves or will be pre-packaged food handed out by event leaders or volunteers. No sharing of food among participants will be allowed.

H. Benchmark H: St. Hubert Catholic Parish Staff and Event Leaders Operations

1. Protocol 1: All St. Hubert Catholic Parish Staff and event leaders will be trained on and will adhere to the protocols in this plan. This will be documented, and records retained by the Director of Discipleship.

2. Protocol 2: All St. Hubert Catholic Parish events will require a parish staff member present during the entire event, to unlock the entry door, supervise and record the adherence to all protocols outlined in this plan, and lock the entry door after all participants have entered. If a parish staff person is not available, the event will not be scheduled.

I. Benchmark I: Communal Prayer, Mass and the Sacraments

1. Protocol 1: Current Archdiocesan guidelines for Mass, communal prayer services and sacraments will be followed.

J. Benchmark J: Thresholds for Event Cancellations and Ministry Closure

1. Protocol 1: St. Hubert Catholic Parish will follow the St. Hubert School and the St. Hubert parish guidelines and decisions for short-term and long-term closures:

a. SCHOOL LEVEL CLOSURES: Schools will develop transparent criteria for implementing a short-term closure of their school building. The Head of School and Pastor will consult with the Archdiocesan Director for Catholic Education before announcing short-term closures.

(1) In the event of a short-term closure, the Archdiocesan representative would be contacted regarding our need for a short-term closing.

(2) Once approved by the Archdiocese, the school will announce the short-term closing to the community, providing the reasons and when an anticipated opening date would be available. St. Hubert Catholic Parish staff will use parish communications to announce the same information.

(3) Distance learning would be implemented for students in all grades. (All St. Hubert Catholic Parish events will be virtual, online events only.)

(4) The building will undergo a thorough cleaning.

b. SYSTEM LEVEL CLOSING: If the governor of Minnesota declares that all public-school systems across the state will close, Catholic schools will follow the Archbishop's determination on how Catholic schools will respond.

(1) St. Hubert Catholic School will follow the determination of the Archbishop regarding a possible system closing.

(2) A closing would be announced to the community. St. Hubert Catholic Parish staff will use parish communications to announce the same information.

(3) Distance learning will be implemented. (All St. Hubert Catholic Parish events will be virtual, online events only.)

(4) The building will undergo a thorough cleaning.

c. SHORT TERM CLOSURES: If the local public school district declares that its local public school or district will close, the Head of School and Pastor will be responsible for making a decision for its own school and will consult the Archdiocese as needed.

(1) In the event of a short-term closure, the Archdiocesan representative would be contacted regarding our need for a short term closing as needed.

(2) If the local district's decision to close impacts SHS, the school will meet and determine if we need to close as well.

(3) If we determine that a closure is necessary, it will be announced to the community, providing the reasons for the closure and when an anticipated opening date would be available. St. Hubert Catholic Parish staff will use parish communications to announce the same information.

(4) Distance learning would be implemented for students in all grades. (All St. Hubert Catholic Parish events will be virtual, online events only.)

(5) The building will undergo a thorough cleaning.

IV. DOMAIN IV: COMMUNICATING, TRAINING AND EDUCATING

A. Benchmark A: Communications and Training

1. Protocol 1: St. Hubert Catholic Parish will post signs in highly visible locations (e.g. entrances, restrooms) that promote every day protective measures and describe how to stop the spread of germs (such as by properly washing hands).

a. Signs that promote proper handwashing techniques will be placed in all restrooms and the kitchen areas.

b. Signs that promote the proper way to cough or sneeze will be placed in all classrooms and large area rooms.

c. Signs will be placed on the entry doors stating if a person has signs of COVID, he or she may not enter the building and that all visitors will be required to answer screening questions and have a temperature check if they are entering the building during a time when SHS is in session.

2. Protocol 2: St. Hubert Catholic Parish staff will use email, Flocknote, and the parish website to let members know about protocols, expectations and changes to programming or events.

3. Protocol 3: If a participant needs to leave an event because he or she exhibits possible COVID-19 symptoms, the participant, (or parent or guardian if the participant is under the age of 18) will be given printed information ([MDH Decision Tree](#)) outlining how long to quarantine before returning to events.

4. Protocol 4: All St. Hubert Catholic Parish staff, event leaders and volunteers will receive a summary of this plan and be trained to properly follow the protocols in this plan prior to leading an event. This plan will be available on the parish website.

5. Protocol 5: If a participant receives a positive COVID-19 test result, he or she should notify the Director of Discipleship (or Associate Director of Discipleship: Youth Ministry as a backup.) The Director of Discipleship will contact the members who may

have been exposed and provide the procedures they should follow. ([MDH Decision Tree](#))

6. Protocol 6: St. Hubert Catholic Parish events will be cancelled or move to virtual, online format if staff, event leaders or volunteers are not available to cover the event.

B. Benchmark B: Supporting Faith and Resilience

1. Protocol 1: Adults will be mindful of the appropriate amount of COVID-19 information that is shared based on the development level of children.

a. St. Hubert Catholic Parish will encourage a healthy spiritual response towards stresses in the environment because of COVID-19. This will be done through consciously considering the information that is shared with children and members so that it is developmentally appropriate and being cognizant that we do not overwhelm children or other members.

2. Protocol 2: St. Hubert Catholic Parish staff will identify and provide resources to support the social, emotional and spiritual needs of participants related to the stresses of the pandemic. These resources will be communicated through our regular communications tools, including our website, Flocknote, email, social media and notices on bulletin boards.

C. Benchmark C: Ministry Continuity and Contingency Planning

1. Protocol 1: When possible, participants will be given the option to participate in events either in-person, live-streamed online, or recorded online. These options will be communicated in the registration process.

2. Protocol 2: If no in-person events are possible, live-streamed or recorded events will be offered as possible and appropriate.

D. Benchmark D: Cooperation with St. Hubert School

1. Protocol 1: St. Hubert Catholic Parish events will be planned and occur with all possible collaboration with the St. Hubert School leadership and staff. Every effort will be made to consider any implications for SHS schedules, protocols and programs, including but not limited to space and scheduling requirements, safety equipment, maintenance work loads and sanitization procedures and supplies. This St. Hubert Catholic Parish Preparedness Plan was developed in collaboration with the St. Hubert School Preparedness Plan and communicated to St. Hubert School leadership staff.

St. Hubert Catholic Parish

COVID-19 Preparedness Plan Summary

- St. Hubert Catholic Parish events will be planned and occur with all possible collaboration with the St. Hubert School leadership and staff. Every effort will be made to consider any implications for SHS schedules, protocols and programs, including but not limited to space and scheduling requirements, safety equipment, maintenance work loads and sanitization procedures and supplies.
- All St. Hubert Catholic Parish Staff and event leaders will be trained on and will adhere to the protocols in this plan. This will be documented, and records retained by the Director of Discipleship.
- All St. Hubert Catholic Parish events will require a parish staff member present during the entire event, to unlock the entry door, supervise and record the adherence to all protocols outlined in this plan, and lock the entry door after all participants have entered. If a parish staff person is not available, the event will not be scheduled.
- All St. Hubert Catholic Parish events will be kept to the Static or Static Plus categories. Each event leader will be provided with training to explain these categories before the event occurs and agree to follow all the required protocols in this plan, including to maintain the event's expected level of interaction during the entire event.
- Prior to attending any St. Hubert Catholic Parish event, all participants, or their parents if under the age of 18, will be given a Liability Waiver to read that explains the increased risk of attending the event. This step will be recorded on the attendance or registration records kept by the Director of Discipleship for the event.
- Prior to attending any St. Hubert Catholic Parish event, all participants, or their parents if under the age of 18, will complete a self-check at home using the checklist in this plan, and not attend if they answer yes to any question.
- All events held during times when St. Hubert School is in session will require temperature checks for all participants before entering the meeting space.
- Any participant who states they do not feel well or who exhibits symptoms of COVID-19 will be isolated, screened and sent home as stated in Domain I, Benchmark A, Protocol 1c.
- The Director of Discipleship is the primary parish COVID-19 Contact person.

ST. HUBERT CATHOLIC PARISH**COVID-19 PREPAREDNESS PLAN PROTOCOLS FOR EVENTS**

1. Prior to the event, these steps must be completed.
 - a. **Contact Janet Richardson** in the parish office to schedule the event (952-934-9106). Availability is extremely limited, so events will be scheduled only after review by St. Hubert Catholic Parish staff in order to prioritize events. If you can hold your event offsite or online, please consider this your first option. All events require a staff member present during the entire event. If a staff member is not available, the event will not be scheduled. When you speak with Janet, be sure to let her know what seating and audio-visual needs you have for your event.
 - b. Read the St. Hubert Catholic Parish Preparedness Plan (available on our website, <http://www.sthubert.org>)
 - c. **Complete the required protocols training** with the staff member supervising your event. This training can be completed any time prior to the event and should only take about 10 minutes. Contact the staff member assigned to your event to set up the training. Training is only required once per event leader, not once per event.
 - d. **Set up a way to contact all people who participate** in the event for possible contact tracing in the future. All participants will need to pre-register for the event with name and contact information or sign in at the event with a contact phone number or email address.
 - e. All participants will **complete a pre-screening questionnaire and read a liability waiver** prior to attending the event. The parish staff member assigned to your event will provide these documents for you.
 - f. If the event is held at a time when St. Hubert School is in session, all participants will have their temperature taken with a contactless thermometer when they enter the building. The parish staff member assigned to your event will provide the thermometer to you.
 - g. All participants must wear masks, sanitize or wash their hands, maintain social distancing during the entire event, and use only the designated bathroom during the event.
 - h. After the event, complete the sanitization and recordkeeping steps as required (these will be explained during your protocols training prior to the event.)
 - i. If you or a participant develops symptoms of COVID-19 during your event, you must let the parish staff member know immediately and follow all the steps outlined in the Preparedness Plan to isolate the participant and alert the Director of Discipleship for next steps.