



A Guide to Returning to Parish Operations and Ministry

2021 GUIDELINES *for* SUMMER PROGRAMMING IN PARISHES

GENERAL GUIDELINES

- COVID Coordinator - Each activity must have a COVID Coordinator responsible for responding to COVID-19 concerns. All parents, staff, and participants should know who this person is and how to contact him/her. This person is responsible for:
 - Making all COVID-related policies and pertinent training known to all parents, staff, and participants through training (virtual or in-person), policies, and digital communication.
 - Keeping a record of all individuals present at each session/day and coordinating contact tracing when necessary.
- Waiver - All participants will be required to complete a COVID-specific waiver before participating in any activity/program in addition to the normal activity/overnight liability waivers. This will be adapted from the 2020-2021 religious education waiver.
- Health Screens - Each participant should screen themselves before attending each session/day. Youth should do this with parent supervision.
 - Any staff member or participant showing COVID symptoms should not attend an activity session.
 - Any staff member or participant who is under a quarantine period may not participate in a session/day until their quarantine is over or they present a negative COVID test.
- Contact Tracing - Each activity/program must follow contact tracing guidance from local health departments when they are made aware of participants or staff who experience symptoms after the activity/program has concluded.
- Masks must be worn at all times throughout the duration of the session/day, unless participants are outdoors and can maintain social distance.
- Social distancing must be adhered to by all staff and participants whenever practical.
- Email reminders before the activity/program should be sent to families encouraging them to exercise caution in the days leading up to the program (mask-wearing, social distancing, etc.)
- All state and local protocols/limits must be followed by each program and activity.
- **All staff and participants must follow all COVID protocols for every program and activity no matter their vaccination status or if they have previously had COVID.**

FACILITIES

- Capacity limit for programs and activities is determined by the ability of all participants and staff to maintain social distance in the facility.
- Activities/programs should be held outdoors whenever possible. When indoors, facilities should have proper ventilation and air circulation.
- Facilities and programs should be arranged in ways that maintain social distance through signage, seating arrangements, marked hallways, separate entrances/exits, and staggered arrival/dismissal times, and restroom capacity limits.
- Heightened and thorough sanitation and cleaning protocols should be in place, including sanitizing stations, restricted use of water fountains & locker rooms, regular sanitizing of program equipment and high-touch areas, and general facility sanitizing.

FOOD & DRINK

- Participants and staff are encouraged to bring their own meals whenever possible.
- Snacks, drinks, and meals should be individually packaged/catered whenever possible.
 - Meals prepared on site must be prepared and served by staff/adults wearing gloves and masks. Buffets and self-serve meals are not permitted.
- Participants and staff should have their own water bottles and not share. Water refill stations should be utilized instead of water fountains.

OFFSITE TRIPS & EVENTS

- All guidelines listed above must be followed. Any venue, retreat center, etc. used must be able to follow these guidelines as well.
- **Parishes must stay within the 10 counties of the Archdiocese of Milwaukee or within a 1 hour drive of your parish, for these reasons:**
 - The uniformity of safety measures in place for all Archdiocese parishes.
 - To limit the time participants will potentially be in a car with non-family members.
 - To make it possible for parents to quickly respond to pick up their children if COVID is suspected/detected in the group.
- Those eligible to receive a COVID vaccination are encouraged to do so.
- Parishes should plan ahead in the event an adult gets sick shortly before an event or has to stay back with a teen exhibiting symptoms. It would not be acceptable to forgo proper safe environment or safe driver protocol in those instances.
- Participants who exhibit symptoms during the trip should be isolated immediately and picked up by parents. Any close contacts on the trip should also be isolated or sent home until the sick participant receives a negative test.

OVERNIGHTS

- Parishes are urged to amend programs to not include overnight accommodations. Day trips or sleep-at-home programs are highly encouraged.
 - Sleeping areas must be spaced 6 feet apart or further and arranged head-to-toe.
 - A separate room must be established for anyone who exhibits COVID symptoms during the night.

DRIVING & TRANSPORTATION

- Driving should be limited to what is strictly necessary, and parents are strongly encouraged to drop their child off at a location instead of organizing a carpool or bus.
- Busing is preferred over carpooling. On buses, seat only 1 person in each row.
- If carpooling is established, small driving cohorts must be established and maintained throughout the program/trip. Individuals may not be seated shoulder-to-shoulder.
- Masks must be worn at all times and windows should be down in busses and cars.