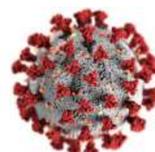


DIOCESE OF SAN DIEGO

OFFICE FOR EVANGELIZATION & CATECHETICAL MINISTRY



FAITH FORMATION PANDEMIC GUIDE



**COVID - 19
CORONAVIRUS**

A PRAYER FOR PROTECTION IN TIME OF PANDEMIC



The ancient fresco of Madonna del Soccorso (Our Lady of Help) in St. Peter's Basilica was restored with the support of the Knights of Columbus to mark this Year of Faith (2012-2013). Photo courtesy of Patrizia di San Pietro, Rome.

O Mary,
you always brighten our path
as a sign of salvation and of hope.
We entrust ourselves to you, Health of the Sick,
who, at the Cross, took part in Jesus' pain
while remaining steadfast in faith.
O loving Mother,
you know what we need,
and we are confident you will provide for us
as at Cana in Galilee.
Intercede for us with your Son Jesus,
the Divine Physician,
for those who have fallen ill,
for those who are vulnerable,
and for those who have died.
Intercede also for those charged with
protecting the health and safety of others
and for those who are tending to the sick
and seeking a cure.
Help us, O Mother of Divine Love,
to conform to the will of the Father
and to do as we are told by Jesus,
who took upon himself our
sufferings and carried our sorrows,
so as to lead us, through the Cross,
to the glory of the Resurrection. Amen.

*Under thy protection we seek refuge.
O Holy Mother of God,
In our needs, despise not our petitions,
but deliver us always from all dangers,
O glorious and blessed Virgin. Amen.*

Adapted from the prayer of Pope Francis

KNIGHTS OF  COLUMBUS

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Dear Catechetical Leaders,

It seems like just yesterday we were ringing in the new year, enthused and hopeful for what the start of a new decade would bring. Nearly nine months later, and we can all agree, this year has not turned out to be what anyone of us had hoped for or even imagined. Nevertheless, this new year has taught us quite a lesson; first, it has proven to us that we must remain steadfast in our faith and in our efforts to continue the mission of evangelization and catechesis despite all the circumstances we have encountered. That is what we are called to be...witnesses to the Good News of Christ. Second, the arrival of this pandemic in the first quarter of the year, abruptly taught us that we could not continue to do ministry as usual. As a matter of reflection, this pandemic has provided for us an evaluation of our gifts and allowed us to take a closer look at our ministerial outreach and efforts to evangelize, catechize and provide accompaniment. Lastly, we have been given an opportunity to grow as pastoral ministers, many times calling us out of our comfort zones and embracing our catechetical ministries in new, creative and innovative ways.

As each of you continue to prepare to begin the new catechetical year, dare to be bold; bold in your zeal to not grow discouraged but rather, seize the challenges before you as opportunities for encounter. These moments too, are filled with grace and hold within them the power to overcome uncertainty and despair with hope, loneliness and isolation with love and those lost along the way, with Truth.

To assist you in your continued planning, we have prepared a resource handbook that will serve as a reference tool during this time of COVID19. Refer to it often as this will be updated continuously as new developments arise. All updates will be made to the digital copy available on our websites <http://www.sdatholicdisciples.net/> and <http://www.sdatholic.org/oecmsd>.

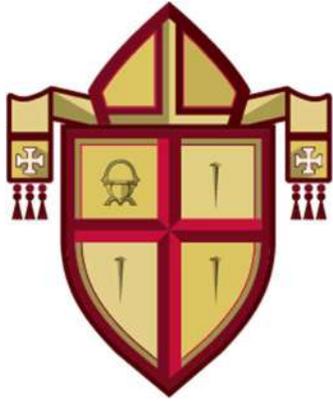
Remember to join us for the kick-off event as we host our outdoor Commissioning Mass for all Parish and School Ministers on Thursday, September 10th at [Good Shepherd Catholic Church](#) parking lot at 6:30 pm with Bishop Robert McElroy and Auxiliary Bishop Ramón Bejarano. For more information or to RSVP, visit our [website](#).

Thank you for your faithfulness and dedication in serving the People of God in and through your parish and school ministries. You remain in our prayers.

In Gratitude,

A handwritten signature in black ink that reads "María Olivia Galván". The signature is written in a cursive, flowing style.

María Olivia Galván
Chancellor and Director for Pastoral Ministries



THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO

Prevention and Precautionary Measures in the Diocese of San Diego concerning the Coronavirus (COVID-19)

In response to the growing concern relating to the propagation of the COVID-19, we ask the community to adopt the following practices taken from the Centers for Disease Control and Prevention (CDC), as a means to control the proliferation of diseases and infections.

County health authorities stress that it's important for people not to panic, rather to stay informed and do all they can to prevent the potential spread of the new virus, as well as the seasonal influenza.

The Diocese of San Diego is providing this guide to parishes, schools, and families to assist and inform our communities to take the necessary precautionary measures for everyone's well-being. Many of the protocols detailed within should also be practiced during the cold and flu season.

We continue to closely monitor the [San Diego County](#) Health and Human Services agency as well as the [Centers for Disease Control and Prevention](#), and will adapt these protocols as necessary.

We are also praying in solidarity with those who are ill, public health officials and health care workers.

PREVENTION: What Individuals Can Do

It is incumbent on each individual to proactively follow common sense measures to help prevent the spread of coronavirus and influenza. The following practices were based on the protocols provided by the Centers for Disease Control and Prevention:

1. Stay home from Mass, church activities and school if you are feeling sick or your immune system is compromised. It is not a sin and it will not affect your grades.
2. Avoid touching your eyes, nose, and mouth.
3. Wear facial coverings and maintain at least 6 feet social distancing.
4. Wash your hands often for at least 20 seconds using soap and water, especially after coughing, sneezing, blowing your nose or using the bathroom.
5. Use alcohol-based hand sanitizers if you do not have access to soap and water. (Hand sanitizers need to be at least 60% alcohol-based to be effective.)
6. Clean and disinfect frequently touched objects and surfaces using regular household cleaning products.
7. Follow the recommendations proposed by the [CDC](#) and the [San Diego County Health and Human Services Agency](#).

PRECAUTIONS IN OUR SCHOOLS AND FAITH FORMATION PROGRAMS

We continue to take the necessary precautions to prevent the propagation of diseases, including the COVID-19, across our school and parish campuses. Some of these measures include:

1. Asking that children and employees who have symptoms of respiratory illness to stay home and not come to class until they are free of fever (100.4°F [37.8°C], signs of a fever, and any other symptoms for at least 24 hours, without the use of medicines that reduce fever or other symptoms (e.g., cough suppressants).
2. Scheduling regular times throughout the day for children to clean their hands with an alcohol-based hand sanitizer or wash their hands with soap and water for at least 20 seconds.
3. Routinely cleaning frequently touched surfaces, such as desks, computers, tables and door knobs, and providing disposable wipes so that commonly used surfaces can be wiped down before each use.



Parish Catechetical Resource Guide Considerations for Faith Formation Programs

Summary: This parish resource guide contains elements of what has been shared with you over the last few months. It is intended to assist you in devising your parish catechetical plans. These considerations should be adapted according to your demographics, parishioner needs, access to space and other determining factors. These should fit within your overall parish re-opening plan; if you have a school on site, we highly encourage communication with the school principal and your Pastor. The goal is to allow parishes and schools to make their own decisions on a number of fronts ***so long as they are in compliance with our state and county health orders.*** Use the following check-list as a pacing guide.

Faith Formation Modalities: (Sacramental Preparation, RCIA & RCIA Adapted for Children, Adult Faith Formation and Pre-Baptism Preparation)

	Sacramental Preparation:
	Determined how catechetical sessions will take place in the Fall.
	Prepared a contingency plan for each modality should we be faced with a second stay at home order or other restrictions that may affect your plans.
	Contacted your publishers of choice to secure your materials.
	Taken into consideration adaptations for vulnerable students and families who may be compromised in health or age.
	If holding on-site classes:
	Determined the expected student enrollment for the new year.
	Measured the space of each classroom or meeting area to determine the maximum number of people with appropriate social distancing.
	Explored the option of having desk dividers or plexiglass for classrooms or highly trafficked areas in catechetical offices.
	Evaluate the need to stagger schedules to increase the number of people you can accommodate.
	Set social distancing markers and signage placed in all public spaces, classrooms, windows, doors, and bulletin boards.
	Established a protocol for dropping off and picking up students.
	A route where students will enter and exit the parish/school facilities has been determined.
	Created sanitation plan. Secured thermometers, gloves, sanitizing supplies and masks.
	Plan for individualized school supplies (pencils, markers, etc.)
	Review with students and parents the Big 4: Temperature & Symptom checks, Physical Distancing, Face Coverings and Increased Sanitation.
	Have the IREP (Individualized Religious Education Plan) available for families and schedule a debrief meeting with the catechist. See resource below.
	If holding a hybrid format:
	Established a schedule of all sessions including all Zoom calls, in-person meetings, home assignments, etc.



	Set clear parameters for how the hybrid sessions will take place.
	Determine the best way to distribute materials.
	Determine if you will assign catechists by grade or family unit.
	If holding in person session, plan for individualized school supplies (pencils, markers, etc.) or coordinate to have those activities done at home.
	Surveyed families and determined those who are able to successfully participate in a hybrid format.
	If holding online sessions:
	Confirmed that families and students have the necessary devices and connectivity to complete their faith formation at home.
	Set schedule for assignments and expectations for remote learning. This includes appropriate online behavior and incorporating parents to join some portion of the catechetical sessions.
	Explored online learning management platforms such as Google Classroom or Flip grid and have considered other resources such as Zoom or Go to Meeting that will support your catechetical modality.
	Catechetical Staff, Catechists, Communication efforts:
	Catechetical plan has been consulted with your Pastor, parish catechetical team and catechists.
	Reviewed ministry budget for the upcoming year.
	Determine if staggering schedules is necessary for catechetical office team.
	Review the new safety and sanitation protocols with your staff. Do a test run of what to do should an emergency arise. This also applies to any online sessions.
	Review CDC guidelines with catechetical team relating to protocol should someone test positive for COVID-19 or come in contact with someone who has been exposed.
	In addition to sanitizing supplies, secure the necessary equipment and resources including technology equipment such as webcams, microphones or other office equipment.
	Accessed the gifts and talents of your catechists to fit the modalities in place.
	Recruiting new catechists to assist in areas where there may be vacancies or require extra support.
	Reassign vulnerable catechists to new ministry opportunities or pair with another person (aide, catechist) who can assist with technology.
	In concert with your parish/school and catechetical teams, establish a cleaning cohort to ensure the spaces are rigorously cleaned after each use especially high touch areas or highly trafficked areas.
	Train your catechetical staff and catechists on new protocols and notify them of the Big 4: Temperature & Symptom checks, Physical Distancing, Face Coverings and Increased Sanitation.
	Ensure all your ministers and newly recruited catechists are safe environment compliant.
	Catechist aides are assigned or paired with catechists who are certified and safe environment compliant.
	Provide orientation and training opportunities for your catechists.
	Enlist your newly recruited catechists into the Basic Catechist Formation Course. Contact OECM for upcoming schedule of courses.
	Communicate all new protocols, preventative measures and expectations to your catechetical team, catechists and families.
	Special outreach to families notifying them of “What to expect”, “Updates on preventative and safety measures”, “Opportunities to practice their faith at home”.



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	Survey families periodically throughout the catechetical year and attend to the expressed needs or concerns they may have.
	Import your catechetical contacts into Flocknote.
	Assess your catechetical plans and adjust as needed.
	Other Ministry Considerations:
	All group gatherings need to follow current state and county health orders. Consult with your Pastor and determine if the nature of the gathering is absolutely necessary or essential.
	Limit all sharing, this includes, electronic devices, clothing, toys, supplies, any high-touch materials.
	Intensify ventilation in your gathering areas before, during and after sanitizing.
	If food is being served, it should be individually packed with individual utensils and preferably served outside.
	Be attune to the signs students and families may show needing assistance and support. Refer to the list below for available resources.
	Resource Links:
CDC	Faith Based Communities Resources
	Considerations for Face Coverings
	Re-Opening Guide
SDC	San Diego County Health and Human Services- Coronavirus
	California Department of Public Health (Face Coverings)
	Industry Guidance for Places of Worship
	County of San Diego
	Mental Health Ministry-Diocese of San Diego
	V Encuentro Mental Health Resources
	Catholic Family Faith-Mental Health Issues
	National Alliance on Mental Illness
	Helping Children Cope with Emergencies (CDC)
	National Helpline provides treatment referrals and information services
	Disaster Distress Helpline offers immediate crisis counseling for those experiencing emotional distress related to natural or human caused disaster, such as the COVID-19 disaster. (Services are free)
NCPD	Individual Religious Education Plan
	NCPD Pandemic Resources
Survey	Personal Survey: Are you ready for online learning?

FREQUENTLY ASKED QUESTIONS

OVERVIEW:

Many parish catechetical programs are moving online, others are adapting a hybrid approach and using creative means to continue the mission of evangelization and catechesis for our students, families and adults. Over the course of our deanery meetings, a number of questions have surfaced, in order to help respond to these inquiries, we have prepared an FAQ section to assist you.

Top Ten Questions:

1) Is there a preferred method of holding faith formation classes this Fall?

R: The preferred modality is subject upon the available resources considering the unique parish needs and that of their communities. This is a local decision that should be discussed with the DCM and Pastor based on a number of factors such as but not limited to: available space, curriculum resources, budget, community needs, etc. Pending state and county guidelines, with certitude faith formation classes can be held in the fall online, remote/hybrid learning. Outdoor faith formation gatherings are permitted with all health and safety protocols in place such as: social distancing, facial coverings and limiting the length of the gathering. All other gatherings considered “essential and necessary” that cannot either be postponed or conducted virtually may take place with the approval of the Pastor. ***This is subject to change at any given moment pending local and state guidelines.***

2) Are in-person gatherings allowed?

R: Indoor and outdoor in-person faith formation gatherings are permissible as long as all COVID-19 prevention measures are followed and the facilities are properly sanitized between each use. No social gatherings are permitted until local and state guidelines state otherwise. ***This is subject to change at any given moment pending local and state guidelines.***

3) What is required for in-person gatherings?

R: All in-person gatherings must enforce and monitor social distancing, facial coverings must be worn by all, increased hand washing and available hand sanitizing stations must be provided. Temperature and symptom checks are recommended to be taken upon arrival. Limiting the length of time of the gathering. All required precautionary measures enforced as stipulated in the safe re-opening plan.

4) Can I hold faith formation classes indoors?

R: Indoor faith formation sessions are permissible as long as all COVID-19 prevention measures are followed and the facilities properly sanitized between each use. Families who prefer for their children to receive their faith formation remotely should be accommodated.

5) What is the Big 4?

R: The Big 4 is part of the guidance plan for re-opening of schools. However, this too applies to other faith based sectors. These include: 1) Temperature & Symptoms Screenings, 2) Physical Distancing, 3) Facial Coverings, 4) Increased Sanitation. (See attached infographic)

6) What do I do in case someone tests positive for COVID-19?

R: In the event that a student tests positive for COVID-19, the meeting space where the individual was will be completely sanitized and the individual will remain home as per [CDC guidelines](#)

7) Do I need to include a waiver in my registration form for COVID-19?

R: Currently, Catholic Mutual Group is not requiring that faith formation forms include a waiver for COVID-19. It is recommended, that parents be informed of all the safety protocols and precautionary measures the parish is taking to ensure the health safety of all.

8) Do I need a release waiver for doing video-conferencing classes with minors?

R: Specific waivers for video conferencing are not required as it is covered by the Photo/Video Release form that is signed at the time of registration. Parishes should consider adding a reference to video-conferencing on the registration forms.

9) Do parents need to be Safe Environment compliant for teaching their children at home?

R: Parents that are teaching *their own* children need not be Safe Environment compliant. To comply with the requirement of the Charter for the Protection of Children and Young People that every child in the parish faith formation program and school participate in the safe environment program, parents of home-schooled children will receive the material to review with their child(ren). Parishes should record a list of the home-school families and the date the materials were sent to them.

10) Do catechists need to be cleared through Safe Environment if teaching only online?

R: Yes, all catechists must be cleared and fully compliant through CMG Connect.



STEPS TO TAKE IF AN EMPLOYEE IS SUSPECTED OR CONFIRMED POSITIVE TO HAVE COVID-19

1. Instruct employee to stay home at least 10 days* after symptoms started (or since first positive PCR test if person is asymptomatic/ does not have symptoms).

2. If it has been *less than 7 days* since employee has been in the facility, temporarily close area where employee worked until cleaning is completed. Wait 24 hours or as long as practical before conducting deep cleaning of area where employee worked and may have been (breakrooms, restrooms, travel areas) with EPA-approved cleaning agents. Ensure cleaning personnel are equipped with appropriate personal protective equipment (PPE).

If it has been *more than 7 days* since employee has been in the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

3. Promptly report that an employee was diagnosed with COVID-19 to the **County Public Health Services** by calling **888-950-9905**. Include 1) name, 2) date of birth, and 3) contact information of the employee¹.

4. Cooperate with County Public Health Services COVID-19 response team to identify and provide contact information for any persons exposed by the employee at the workplace¹.

5. Record and report work-related COVID-19 illnesses or fatality as per other occupational health reporting requirements.

6. Provide notice of exposure to any employees and contractors (who regularly work at the workplace) who may have been exposed to COVID-19, as stated in the State's COVID-19 Employer Playbook for a Safe Reopening.

*For patients with severe to critical illness or are severely immunocompromised, the recommended duration for Transmission-Based Precautions was changed to at least 10 days and up to 20 days after symptom onset.

¹ As per San Diego County Public Health Order.
For school guidance: COVID-19 Industry Guidance: Schools and School-Based Programs.

*Employers should **not** require employee to provide a negative COVID-19 test result or healthcare provider's note to return to work.*

PREVENTION

- ✓ Actively encourage sick employees to stay home.
- ✓ Accommodate employees through social distancing or telework (if possible).
- ✓ Emphasize face coverings and hand hygiene.
- ✓ Perform routine environmental cleaning.
- ✓ Check government websites (CDC, State Department) for any travel advisories.
- ✓ Plan for infection disease outbreaks in the workplace.

IF EMPLOYEE...



Has any severe symptoms: Advise them to seek medical attention immediately.



Has any health-related questions or concerns: Have employee contact their healthcare provider.



Does not have health coverage, has other general questions about COVID-19, or would like information about community resources: Have them call 2-1-1.

EMPLOYEE MAY RETURN TO WORK WHEN:

At least 10 days* since start of symptoms (or since first positive PCR test if person is asymptomatic)



At least 24 hours since last fever without use of fever-reducing medications



Improvement in symptoms

QUÉ HACER SI UN EMPLEADO ES POSITIVO PARA O PRESUNTO DE TENER COVID-19

1. Instruir a los empleados que deben permanecer en casa por lo menos 10 días* después de que comenzaron sus síntomas (o desde la primera prueba positiva de PCR si la persona es asintomática/ no tiene síntomas).

2. Si han transcurrido *menos de 7 días* desde que el empleado estuvo dentro de la instalación, cierre temporalmente el área general donde trabajo el empleado hasta que terminen la limpieza del área. Espera 24 horas o siempre que sea práctico antes de realizar una [limpieza profunda](#) del área donde el empleado trabajó y pudo haber estado (áreas de descanso, baños, áreas frecuentadas) [con productos de limpieza aprobados por la EPA](#). Asegurarse de que el personal de limpieza esté equipado con equipo de protección personal (PPE) adecuado.

Si han transcurrido *más de 7 días* desde que el empleado estuvo dentro de la instalación, no es necesario realizar limpieza y desinfección adicional. Continúe con la limpieza y desinfección rutinaria.

3. Inmediatamente llame al **Departamento de Salud Pública del Condado al 888-950-9905** para reportar que un empleado ha sido diagnosticado con COVID-19. Mencione 1) el nombre, 2) la fecha de nacimiento y 3) la información de contacto del empleado¹.

4. Coopere con el equipo de respuesta ante el COVID-19 del Departamento de Salud Pública para identificar y proporcionar información de contacto de cualquier persona que haya sido expuesta al empleado en el lugar de trabajo¹.

5. Registre y reporte enfermedades de, o muertes relacionadas con, COVID-19 en el trabajo según los otros [requisitos de informes de salud ocupacional](#).

6. Avise a cualquier empleado o contratista (que trabaja regularmente en el lugar de trabajo) que podrían haber estado expuesto al COVID-19, tal como se indica en [la Orientación para el Empleador para una Reapertura Segura debido al COVID-19](#).

*Para los pacientes con [enfermedad grave o crítica](#) o que padecen de la inmunodepresión: la duración recomendada para tomar precauciones ante la transmisión ha cambiado a por lo menos 10 días y hasta 20 días después del comienzo de síntomas.

¹ De acuerdo con [la Orden de Salud Pública del Condado de San Diego](#).
Orientación para escuelas: [La Guía para las Industrias debido al COVID-19: Escuelas y Programas Escolares](#).

Los empleadores no deben exigir que un empleado enfermo proporcione su resultado negativo de su prueba para COVID-19 o una nota de un proveedor de atención médica para regresar al trabajo

PREVENCIÓN

- ✓ Alentar a los empleados enfermos a quedarse en casa.
- ✓ Acomodar a los empleados a través del distanciamiento social o el teletrabajo (si es posible).
- ✓ Enfatizar el uso de un cubrebocas y la higiene de manos.
- ✓ Realizar la limpieza del entorno rutinariamente.
- ✓ Revisar los sitios web del gobierno (los CDC, Departamento del Estado) para obtener avisos de viaje.
- ✓ Planificar para los brotes de enfermedades infecciosas en el lugar de trabajo.

SI UN EMPLEADO...



Tiene síntomas severos, avíseles buscar atención médica de inmediato.



Tiene preguntas o preocupaciones de salud: avíseles que deben comunicarse con su proveedor de atención médica.



No tiene seguro médico, o tiene preguntas generales sobre COVID-19, o desea más información sobre recursos comunitarios disponibles, avíseles llamar al 2-1-1.

UN EMPLEADO PUEDE REGRESAR AL TRABAJO CUANDO:

Hayan transcurrido **por lo menos 10 días*** desde que comenzaron sus síntomas (o desde la primera prueba positiva de PCR si la persona es asintomática)



Hayan transcurrido **por lo menos 24 horas** desde la última fiebre sin el uso de medicamentos antifebriles



Mejoramiento de síntomas

SAMPLE LETTER TO PARENTS:

Make sure to communicate clearly to parents all the measures your parish has taken to ensure that the parish is taking every necessary precautionary measure to ensure the safety and health of all members. Since a waiver for COVID19 is not required, we encourage you to delineate in a letter to faith formation families all the safety protocols the parish has noted in their re-opening plan and what students and families can expect to see upon their return to the parish grounds. The following sample letter is intended for you to use and modify accordingly. Although in-person gatherings are now allowed, you may opt to continue with your online, distance and hybrid options through the Fall.

[Insert Parish Letterhead]

Dear Faith Formation Families,

As we prepare to begin a new catechetical year in this time of COVID19, we have sought ways to continue our mission in accompanying and forming students, families and adults through a variety of methods that will ensure that everyone's needs are met with the utmost care and concern. Our parish team has undergone rigorous planning and have taken precautionary measures to ensure everyone's safety in doing our part to employ safety and hygiene protocols.

This upcoming year, our catechetical programs will be offered *[enter details of how faith formation programs will be offered]* in doing so, we are ensuring that we do our part in bending the curve during the cold and flu season and avoid any unnecessary contact. *[add any additional pertinent information specific to your parish catechetical plan]*. We will reassess at the end of the year whether classes can resume in person at the start of 2021. Before then, we will provide a survey to all faith formation families to assess readiness and willingness to gather. As such, we want to ensure you are aware of all the protocols that are in place.

Parish Faith Formation Safety Protocols:

- The diocesan approved parish re-opening plan is posted on site *[check with your Pastor highlight additional measures of what is being done in your bullets below.]*
- Temperature and symptom checks for every person upon arrival and before they come on site. Any individual displaying symptoms is asked to remain home.
- Facial coverings are required.
- Hand sanitizer stations are strategically placed in common areas and are available in every meeting room.
- Sanitation of every meeting area and classroom is done every *[insert how often here]* with EPA registered disinfectants.

- All classrooms have been measured and all seating is placed according to CDC guidelines, 6 ft apart with their appropriate markings.
- *[insert here if you have installed plexiglass or other types of desk dividers to increase student capacity in each classroom]*
- Students will be reminded of proper cough/sneeze etiquette and washing of hands.
- CDC signage is placed in all meeting areas, restrooms, classrooms.
- Students will each have their own designated set of materials.
- There will be no intermixing of classrooms or catechist teachers.
- Modifications to the in-person schedule have been made so as to limit the amount of time students are gathered.
- A drop-off and pick up route has been determined. See attached route map. *[insert your own map]*

Protocols if Someone Tests Positive for COVID19 from the [CDC](#):

- When in-person gatherings resume onsite and in the event a student tests positive for COVID19, **[the classroom or meeting space where the individual was will be completely sanitized as per CDC guidelines.]** The individual will remain home and continue monitoring their condition for a minimum of 14 days. They may return at least 24 hours after they are symptom free without the use of any fever-reducing medications.
- If the individual was in close contact with other students, this signifies less than 6 feet from others for more than 15 minutes, they will be notified. It should be noted that all precautions are made so that individuals are always at least 6 ft or more distance from others.
- In the event an asymptomatic individual is diagnosed with COVID19, the individual must remain home and continue to monitor for symptoms for a minimum of 10 days since the date of their first positive COVID-19 test. They may return after at least 10 days after they received their initial diagnosis.

THE CHART IN THE FOLLOWING BULLET POINT APPLIES ONLY TO EMPLOYEES

- All tracing is done by the County Health and Human Services office.
- For more information, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

We are dedicated to continue our mission here at *[insert parish name]*. If there is anything we can do to further assist the particular needs of your family, please contact *[insert DCM name and contact information]*.

Always in Christ,
[Signed]

Estimadas Familias del Programa de Catequesis,

Mientras nos preparamos para iniciar un nuevo año catequético en esta época de COVID19, hemos buscado maneras de continuar nuestra misión de acompañar y formar estudiantes, familias y adultos a través de una variedad de métodos que cercioren que las necesidades de todos se satisfagan con el mayor cuidado y precaución. La situación que hemos enfrentado estos últimos meses ha dictado en gran medida nuestro camino a seguir para mitigar cualquier contaminación. Nuestro equipo parroquial ha pasado por una planificación rigurosa y ha tomado medidas de precaución para resguardar la seguridad de todos al hacer nuestra parte para emplear los protocolos de seguridad e higiene.

Este próximo año, nuestros programas de catequesis se ofrecerán de manera [ingrese los detalles de las modalidades que ofrecerán para la catequesis] al hacerlo, nos aseguramos de hacer nuestra parte para mitigar el contagio durante la temporada de la gripe y evitar cualquier contacto innecesario. [agregue aquí cualquier detalle adicional o pertinente específico a su parroquia o programa de catequesis]. Revaluáremos al final del año si las clases se pueden reanudar en persona a principios del 2021. Antes de eso, proporcionaremos una encuesta a todas las familias del programa de catequesis para evaluar el deseo y disponibilidad en reunirse. Como tal, queremos asegurarnos de que conozca todos los protocolos que existen.

Protocolos de Seguridad para el Programa de Catequesis:

- El plan de reapertura parroquial aprobado por la diócesis está expuesto en el sitio. [consulte a su Párroco, resalte medidas adicionales de lo que se está haciendo en los incisos a continuación.]
- A su llegada, se le revisará a cada persona la temperatura y síntomas antes de ingresar al lugar. Se pide a cualquier individuo que muestre síntomas que permanezca en casa.
- Se requieren cubrebocas.
- Estaciones de desinfectante de manos están ubicadas estratégicamente en áreas comunes y están disponibles en todas las salas de reuniones.
- El saneamiento de cada área de reunión y salón de clases se realiza cada [ingrese que tan frecuentemente desinfectan las áreas] con desinfectantes registrados por la EPA.
- Se han medido todos los salones de clases y los asientos están colocados de acuerdo a las pautas de la CDC, a una distancia de 6 pies con las marcas correspondientes.
- [ingrese aquí si ha instalado plexiglás u otros tipos de divisores de escritorio para aumentar la capacidad de los estudiantes en cada salón]

- A los estudiantes se les recordará la etiqueta adecuada al toser/estornudar y lavarse las manos.
- Letreros de la CDC han sido colocados en todas las áreas de reunión, baños y salones de clase.
- Cada estudiante tendrá su propio conjunto de materiales designados.
- No habrá intercambio de clases o catequistas.
- Se han realizado modificaciones al horario en persona para limitar la cantidad de tiempo que los estudiantes están reunidos.
- Se ha elaborado una ruta para dejar y recoger a los niños. Ver mapa de ruta adjunto. *[ingrese su propio mapa parroquial]*

Protocolos si Alguien da Positivo para COVID19 del [CDC](#):

- Cuando las reuniones en persona se reanuden y en caso de que un estudiante dé positivo en la prueba de COVID19, **[el salón o el espacio donde tuvo lugar la reunión donde se encontraba la persona se desinfectará por completo según las pautas de la CDC.]** El individuo permanecerá en casa y continuará monitoreando su condición durante al menos 14 días o al menos 24 horas después de que esté libre de síntomas sin el uso de medicamentos para reducir la fiebre.
- Si el individuo estuvo en contacto cercano con otros estudiantes, es decir, menos de 6 pies de otros durante más de 15 minutos, serán notificados. Cabe señalar que se toman todas las precauciones para que las personas estén siempre al menos 6 pies o más de distancia de los demás.
- En el caso de que una persona asintomática se le diagnostique COVID19, la persona debe permanecer en casa y continuar monitoreando los síntomas durante un mínimo de 10 días desde la fecha de su prueba positiva de COVID19. Puede regresar después de al menos 10 días de recibir su diagnóstico inicial.
- Todo el rastreo lo realiza la oficina de Servicios Humanos y de la Salud del Condado.

Estamos dedicados a continuar nuestra misión aquí en *[ingrese el nombre de su parroquia]*. Si hay algo que podamos hacer en apoyo a las necesidades de su familia, favor de comunicarse con *[ingrese el nombre y contacto del DCM]*.

Siempre en Cristo,

[firmado]



Diocese of San Diego

PHOTO/VIDEO RELEASE

This letter authorizes the _____ (parish name)
of the Catholic Diocese of San Diego, its representatives, or volunteers, to photograph or
record on audio and/or video (tape, digital, or online meeting platforms)

_____ (name),

during _____ (Event & date).

Photos, audio, or video may be used in printed materials and any other visual display or media.
I understand that such photos and/or video recordings will be used for

_____ (ministry) related purposes and will not be used
for any commercial purpose whatsoever. I therefore hereby waive any kind and all rights
I may have for remuneration of any kind that could otherwise accrue for the uses of such
photos and/or audio or video recordings.

Parent Signature

Date

Revised: 8/2020



Diócesis de San Diego

PERMISO DE FOTO/VIDEO

Esta carta autoriza a _____ (nombre de la parroquia) de la Diócesis de San Diego, sus representantes o voluntarios, a fotografiar o grabar en audio y/o video (cinta, digital o plataformas de reuniones en línea)

_____ (nombre),

durante _____ (Fecha y evento).

Se pueden usar fotos, audio o video en materiales impresos y en cualquier pantalla o medio visual.

Entiendo que tales fotos y / o grabaciones de video se utilizarán para fines relacionados con _____ (ministerio) y no se utilizarán para ningún fin comercial. Por lo tanto, por la presente renuncio a cualquier tipo y todos los derechos que pueda tener por una remuneración de cualquier tipo que de otro modo podría acumularse por el uso de tales fotos y / o grabaciones de audio o video.

Firma de Padre o tutor

Fecha

Actualizado: 8/2020



SAFE REOPENING PLAN

Business Name:

Facility Address:

This plan does not need to be submitted at this time. This plan is to be used to prepare when businesses open per the Governor's Order. The County will not require approval for this plan.

Businesses must implement all mandatory measures listed in A and B below. Businesses shall select applicable measures listed in C and D below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Businesses shall also provide specific details regarding their Safe Reopening Plan pertaining to their business in section E below.

A. Signage (Mandatory):

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.

B. Measures To Protect Employee Health (Mandatory):

Teleworking opportunities have been maximized.

All employees have been told not to come to work if sick.

All employees must have temperature taken upon reporting to work; if 100 degrees or more, should not be allowed in workplace. Employees must be screened for symptoms (cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea, exposure to individuals who have tested positive for COVID-19)

All employees must wear facial coverings in the workplace, if within six feet of others.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)

SAFE REOPENING PLAN

B. Measures To Protect Employee Safety (Mandatory) Continued:

Soap and water are available to all employees at the following location(s):

Copies of the Protocol have been distributed to all employees.

C. Measures To Protect Customer Safety (Check all that apply to the facility):

Limit the number of customers in the store at any one time to _____ which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

All patrons/visitors must have facial coverings in their possession and wear them within 6 ft. of another person

Curbside or outdoor service is made available where feasible.

Optional – Describe other measures:

D. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

Placing signs outside the store reminding people to be at least six feet apart, including when in line. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.

Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Appointment system is utilized, when appropriate.

Optional – Describe other measures:

SAFE REOPENING PLAN

E. Additional Measures Specific to Business (Mandatory):

*Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

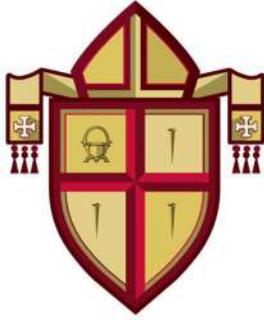
You may contact the Health and Safety Coordinator with any questions or comments about this protocol:

Name:

Phone Number:

Signature, Appointing Authority or Designee

Date of Form Completed:



Internet Safety Tips and Best Practices for Online Ministry

The current circumstances of conducting our faith formation and academic lessons remotely, have set before us the necessity to employ various means and resources to continue ministry online; however, we must remain mindful and encourage e-safety. Ensuring that we place healthy boundaries and keep our students and practitioners safe is of utmost importance. While it may not be possible to fully comply with the [Diocesan Policy on Electronic Communications](#), we encourage everyone to observe the following internet safety tips along with best practices to assist those who are conducting online faith formation and classroom sessions.

Online Meeting Etiquette:

- **Send Reminders and Instructions Prior to the Meeting-** always send the pertinent meeting information and details including any materials the students will need for the meeting session. If you are meeting with minors, inform parents beforehand and provide them a schedule so they are aware of the proposed meeting dates and times. Allow parents the option to “opt out” and make the necessary accommodations for those families.
- **Dress Appropriately-** dress modestly and appropriate as if you were meeting your group in person.
- **Be on Time and End on Time** – punctuality for your meeting is important, remember, most all meetings, classes, gatherings and appointments are being done online. Be respectful of people’s schedules.
- **Be Prepared-** have your agenda prepared or your lesson plan ready with any activities you plan to share.
- **Be Cognizant of your Audience-** be mindful of who you are addressing and be attune to the needs or struggles that each person might experience. If meeting online is not the best means to meet with some individuals, find alternative ways to incorporate them into the group. Also, present age appropriate materials that are conducive to their learning experience.
- **Situate Yourself in a Quiet Place-** this will help to avoid distractions or interference with background noise.

- **Be Aware of Your Surroundings**- if you are meeting on a mobile device, please be cautious where you go and what you do while you are meeting. Remember, everyone meeting online can see you and your immediate surroundings.
- **Check your Meeting Settings, Camera and Check your Sound**- before the meeting begins, ensure the necessary security features are in place. (See Safety tips below on how to do this). Fix your camera so it points at your face and not the ceiling or wall. Make sure there is good lighting and finally, check your audio/sound settings.
- **Mute your Microphone**- when you are not talking to avoid feedback. Mute student's microphones when you are speaking.
- **No Eating during the Meeting**- try to eat before or after your meeting. Eating during the meeting can be distracting.
- **Be Present**- we understand there are many things to work on, but the people that are making the time to meet with you are the priority. Be present to them and responsive.

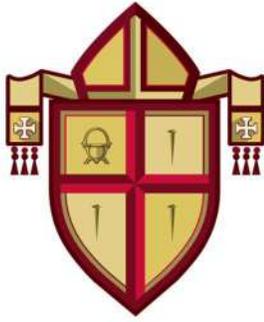
Internet Safety Tips:

If you are using **ZOOM** for online meetings, please make sure you are following best practices:

- Do not make meetings or classrooms public. In Zoom, there are two options to make a meeting private: require a meeting password or use the waiting room feature and control the admittance of guests.
- Do not share a link to a teleconference or classroom on an unrestricted publicly available social media post. Provide the link directly to specific people.
- Manage screen sharing options. In Zoom, change screen sharing to "Host Only."
- Ensure users are using the updated version of remote access/meeting applications. In January 2020, Zoom updated their software. In their security update, the teleconference software provider added passwords by default for meetings and disabled the ability to randomly scan for meetings to join.
- Check these sites for additional information:
 - [School Administrator's Guide to Rolling Out Zoom](#)
 - [How to Keep Uninvited Guests Out of Your Zoom Event](#)

Protect your Digital Identity and Reputation:

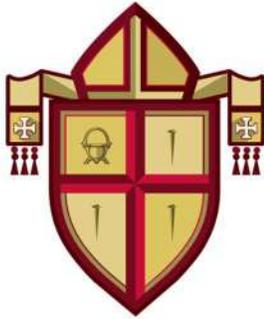
- Ensure that no personal information is shared on line by you or your students.
- Keep personal matters offline. If the meeting has a sharing component, please ensure that it is done appropriately and on topic.
- Usernames should be professional and profile pictures appropriate.
- Accountability is important, hold a professional standard with all participants. This includes but not limited to: language, gestures, humor, discussion and online behavior.
- Be careful of using Copyrighted material. Check your sources before sharing.



THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO

Internet Safety Tips and Social Media Rules for Students

- **Rule 1:** Do not put any personal or identifiable information on Instagram, Snapchat, or any other social media channel (name, school name, home address, current location)
- **Rule 2:** Do not tag friends in a photo without their permission. Remember that photos stay online forever. If you do not want everyone to see, do not post.
- **Rule 3:** If someone you do not know asks to follow you or sends you a friend request, be careful! Do not chat with them and do not assume you can trust them.
- **Rule 4:** If someone is making you feel bad or bullying you on social media, talk to an adult right away.
- **Rule 5:** Be courteous respectful and kind when addressing your classmates.
- **Rule 6:** When writing comments or sending messages, ask yourself “if my parent/pastor/principal read this, would I feel embarrassed by what I have written?” If the answer is “yes”, then do not send the message.



THE ROMAN CATHOLIC DIOCESE OF SAN DIEGO

Media Safety Tips for Families

- **Keep Screens Visible:** If possible, set up your desktop and laptop computers in a family room or kitchen, so you can monitor what kids are viewing online.
- **Schedule a Family Evening:** Now that most children are at home, we encourage you to set aside time as a family to watch a movie together. [Formed](#) is offering families a **FREE** 40-day membership to a vast collection of Catholic movies and programs for all members of your family. Click the link above for more information.
- **Collect Passwords from Younger Children:** If your child does not want to share their passwords with you, discuss why. Young children do not need Internet privacy.
- **Clean your Electronic Devices and Do it Often:** COVID-19 has taught us that proper and frequent hygiene will keep the virus away! Now that most of the instruction is done online-it is important to clean all electronic devices frequently and keep them fully charged.
- **Set Parental Controls:** This will help to avoid any possibility of stumbling upon inappropriate sites. [Here is how you can set parental controls.](#)
- **Teach Kindness:** Let your child know that they do not need to be friends with everyone, but they also should never type something mean about someone online. That is the same as saying it to their face. [Recognize the signs of cyber-bullying.](#)
- **Discuss Stranger Safety:** Make sure children know not to share where they live, their name, where they go to school, or any other identifiable information.
- **Have an open-door policy:** Make sure your children know they can always come to you, even if they make a mistake.

Additional Resources

- <https://www.focusonthefamily.com/parenting/a-parents-guide-to-screen-time-during-coronavirus/>



School Reopening Guidance & The Big 4

Updated as of 7/1/2020

Guidance Documents

- Please consult the following documents for guidance on school reopening. For additional questions, please contact COVID-Education@sdcounty.ca.gov
 - [CDPH COVID-19 Industry Guidance: Schools and School-Based Programs](#)
 - [CDE Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
 - [SDCOE COVID-19 Recovery and Reopening Plan](#)
 - [San Diego County Public Health Order](#)



1. Temperature & Symptom Screenings

- Each school is required to implement screening and other procedures for all staff and students entering the facility
- Temperature screenings should be conducted with a no-touch thermometer and screen at a fever threshold of 100 degrees Fahrenheit or more

2. Physical Distancing

- It is recommended that six feet of distance is allowed between individuals where feasible
- Six feet of distance is required between staff and students
- Where six feet of distance is not possible, it is recommended to wear a facial covering



3. Face Coverings

- All staff should use a cloth face covering unless Cal/OSHA standards require respiratory protection. Staff may also wear a face shield
- Schools should consider mandating that students wear face coverings, if feasible. Cloth face coverings are most essential in settings where 6 feet of physical distancing cannot easily be maintained

4. Increased Sanitation

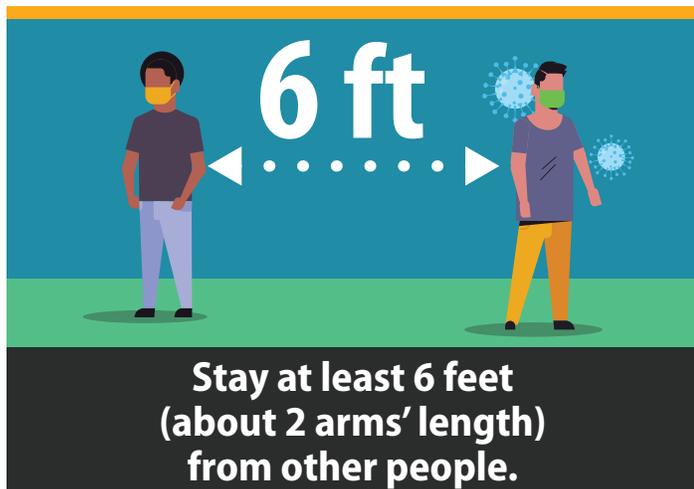
- Schools should teach and reinforce frequent hand washing, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes among students and staff
- Limit use of shared objects and equipment
- Schools should intensify cleaning, disinfection and ventilation



Visit CORONAVIRUS-SD.COM for more information

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

Cover Coughs and Sneezes

Stop the spread of germs
that can make you and others sick!



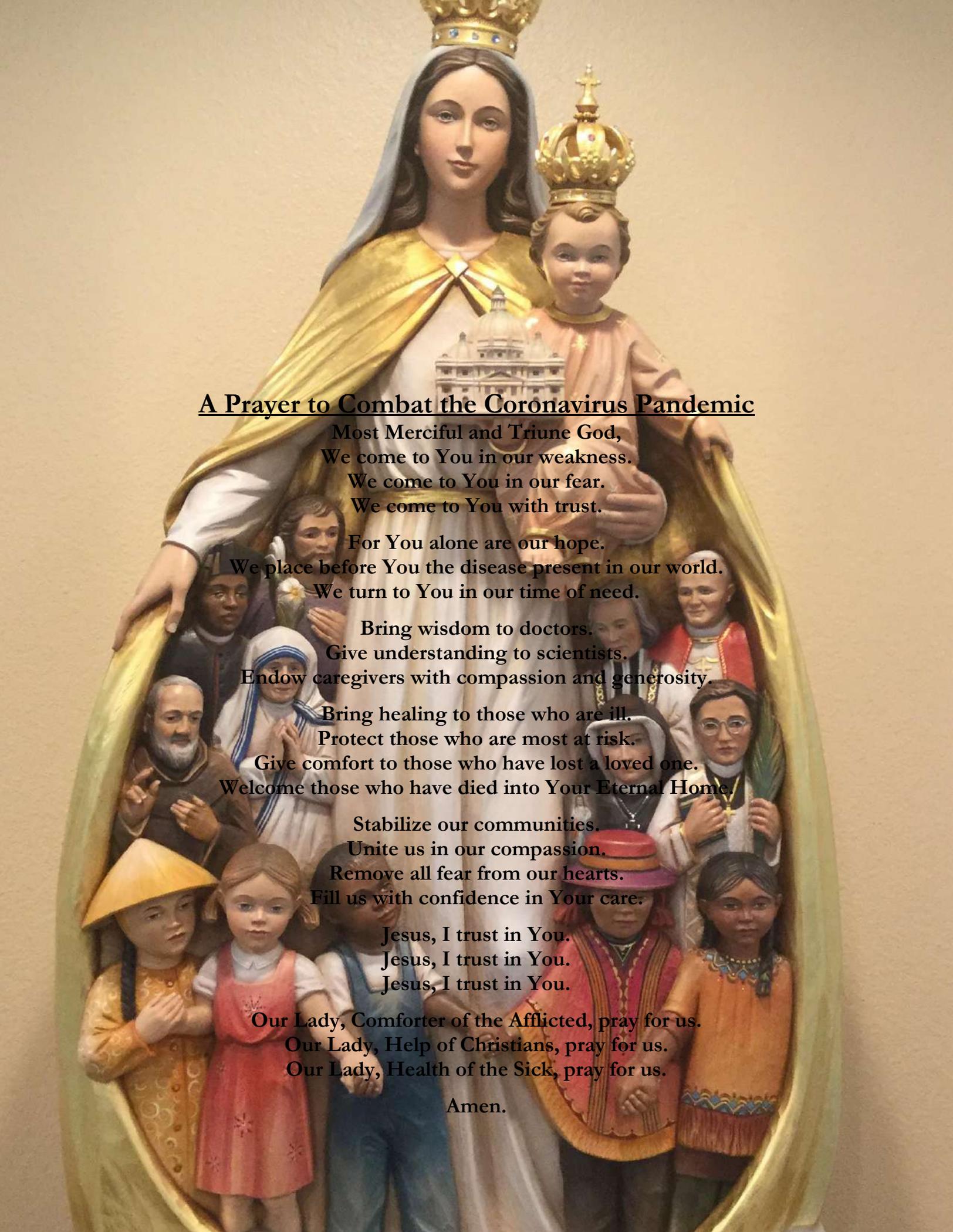
Cover your
mouth and nose
with a **tissue**
when you
sneeze or cough.



If you don't
have a tissue,
use your
elbow.



Wash hands
often, **especially**
after coughing
or sneezing.



A Prayer to Combat the Coronavirus Pandemic

Most Merciful and Triune God,
We come to You in our weakness.

We come to You in our fear.

We come to You with trust.

For You alone are our hope.

We place before You the disease present in our world.

We turn to You in our time of need.

Bring wisdom to doctors.

Give understanding to scientists.

Endow caregivers with compassion and generosity.

Bring healing to those who are ill.

Protect those who are most at risk.

Give comfort to those who have lost a loved one.

Welcome those who have died into Your Eternal Home.

Stabilize our communities.

Unite us in our compassion.

Remove all fear from our hearts.

Fill us with confidence in Your care.

Jesus, I trust in You.

Jesus, I trust in You.

Jesus, I trust in You.

Our Lady, Comforter of the Afflicted, pray for us.

Our Lady, Help of Christians, pray for us.

Our Lady, Health of the Sick, pray for us.

Amen.