



PRE-OPENING REQUIREMENTS AND CERTIFICATION

All Archdiocese of Chicago Parish Religious Education Programs (inclusive of Youth Ministry) must complete the following steps prior to certifying preparedness and receiving approval to reopen on-site components this Fall. Requirements below are to be completed by the Health & Safety Reopening Team. Certification for reopening child and youth programs will occur between August 17 and September 4.

HEALTH AND SAFETY CHECKLIST

- Purchase and/or communicate with pastor about the following required supplies, and ensure that the parish supply needs have accounted for those of the religious education and youth ministry programs: (install/place required supplies where applicable)
 - A backup supply of facemasks for catechists and students (as needed)
 - Face guards for close proximity contact (e.g., employees administering temperature checks)
 - Plexiglass for offices and other high usage space
 - Non-contact thermometer(s) for testing symptoms
 - Cleaning supplies to last at least 30 days
 - Hand sanitizer for all entries, common space and classrooms to last at least 30 days
- Communicate parent requirement to supply masks for students
- Ensure school is certified for reopening (if utilizing school space).
- Develop plan with the school principal for the management of any shared space. Remember that classrooms must be cleaned before and after they are used by any other parish ministry and/or external group (if utilizing school space).
- Ensure that classrooms are decluttered with the goal of maximizing floor space.
- Ensure that desks in classrooms are arranged in rows and distanced at minimum six feet apart. If classrooms use tables or floor seating, ensure student seating for minimum six feet distance between students.
- Develop protocols for social distancing in the classroom or gathering space.

- Create arrival and dismissal plan.
- Assign cohorts to specific routes when traveling through buildings. Assign cohorts to specific bathrooms and other shared spaces (as needed).
- Ensure there is tape on floors in hallways, stairwells and shared spaces to create “one-way routes” and promote distancing (as needed).
- Develop a plan for social distancing outside of the classroom in highly populated areas like hallways, restrooms, etc. This includes a plan for mass and extra-curricular activities.
- Ensure that the following signs are posted throughout the building, including entryways, offices and restrooms:
 - Properly washing hands**
 - Properly wearing a cloth face covering**
 - Symptoms of Coronavirus**
 - Prevent the spread if you are sick**
- Create a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of evidence of positive cases, etc.
- Review and updating the Emergency Contact Plan.

POLICY DOCUMENTS AND RE-ENTRY ORIENTATION CHECKLIST

- Review and update program handbooks and other policy documents to ensure that health and safety procedures are included.
- Create a plan to clearly communicate all updated policies and procedures to parents and catechists.
- Prepare an approach to educate and inform students and families on health and safety protocols:
 - Including protocols on hygiene, new arrival and dismissal procedures, etc.
 - Explaining rationale and purpose behind PPE, masks and limiting contact between cohorts of students.
 - Identifying acceptable communication practices and discuss alternative methods for engaging with other students (e.g. replacing handshakes, etc.).
- Ensure all program catechists and volunteers attend mandatory archdiocesan safety webinar.
- Prepare catechists for the guidance regarding facility, logistics and health on the first day catechists return:
 - Providing catechists time to build individual re-entry plans that include the specific teaching of procedures and practices that are impacted by COVID-19 in their first days of religious education classes.
 - Discussing among catechists the proper reactions for non-compliance with established protocols.
 - Emphasizing that while non-compliant behavior is unacceptable, students should be provided opportunities to practice, model and correct behavior without punitive consequences.

Parish Religious Education Program Re-Opening Plan

CERTIFICATION FORM

COVID-19 RESPONSE | JULY 2020

Parish Name:

Vicariate:

Parish Address:

Parish Catechetical Leader:

Parish Catechetical Leader Email:

Parish Catechetical Leader Cell:

PARISH RELIGIOUS EDUCATION PROGRAM REOPENING CERTIFICATION

We confirm that all items listed on the Pre-Opening Requirement Checklist are completed

We confirm that the religious education program has sufficient hand sanitizer, cleaning supplies, and face masks to last 30 days

We confirm that the religious education program has created a schedule to reduce or eliminate cohort interaction and will enforce distancing and facemasks when cohort interaction is required

We confirm that the religious education program has a plan to offer remote learning for periods where a child is unable or unwilling to attend class in-person

We confirm that the religious education program will follow all guidelines included in the reopening Plan, and any amendments in order to ensure the health and safety of our students and staff

PARISH RELIGIOUS EDUCATION PROGRAM REOPENING CERTIFICATION SIGNATURES

Parish Catechetical Leader – Signature

Date

Pastor – Signature

Date

Health and Safety Reopening Team Signatures (does not include the pastor and parish catechetical leader, at least 3 required):

Health/Safety Team Member – Signature

Date

Health/Safety Team Member – Signature

Date

Health/Safety Team Member – Signature

Date

(add other signatures as needed)

ACKNOWLEDGMENT OF RECEIPT

Task Force Representative – Signature

Date

Please submit this completed Certification Form and completed Pre-Opening Checklist to the COVID-19 Task Force no earlier than August 17. Please note that parishes must be certified to resume on-site programming for children and youth.

Send questions to your Regional Director or ReopenREYM@archchicago.org.