

# Office of the Bishop

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# Diocese of Santa Rosa

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July 8, 2021

## RECOMMENDED PROTOCOLS FOR RE-OPENING CCD CLASSES:

The challenges of continuing to deal with Covid-19 call each of us to reflect on the Best Practices to implement in our religious education programs for the safety of our youth/adolescents, staff and volunteers. Our good work with our churches over the past year provides us with excellent experience to help us deal with the new challenge of in-person CCD. While this is not an easy task, we have learned from the past and are much more confident moving forward. Adding another 'layer' of care to the programs in which we already ask so much from our volunteers is not easy but it is necessary. Hopefully, the protocols will not be seen as too demanding or oppressive.

In our efforts to re-open in-person learning for CCD it is important to recognize that the impact of COVID-19 on our youth is huge. They have been deprived for more than a full year of anything even resembling 'normal'. Thus, we must do whatever we can do to help achieve some level of sacramental normalcy. Yes, our resources and staff are stretched thin but we need to remember the spiritual, emotional, and developmental needs of our youth. We move forward knowing that the Holy Spirit more than provides for whatever we may need - provided we approach the challenges with a deep and abiding faithful joy. God's providence will sustain us.

First, we want to provide the best possible formation of our young people whether in a parish catechetical program or youth ministry. Our faith life is a treasure that, especially during these times, needs to be supported and deepened. What we may have taken for granted in the past now needs to be supported and renewed. Our families need us to minister to them in many ways and we need to step forward. Some families may still choose some form of on-line, virtual education but this is not to be considered the norm. For those who desire on-line learning, to the extent feasible, some provision should be made for them.

Some parishes may choose exclusively in person learning while others may also provide virtual or blended programs. Whatever the design, we must remember that parents are the primary educators of their children and seek to include them in as much direction/formation as possible. As parish ministers, we need to reach out to our families to assure them that we take the religious education of their children very seriously while at the same time assuring them of our commitment to their physical health. The Office of the Bishop, in conjunction with Youth and Young Adult Ministry as well as the Office of Religious Education are providing this document as a help. Please read the protocols noted below and implement them to the extent possible. The Guidance from the State and from the CDC changes periodically, but the guidance presented below is to be followed until revisions are made by the proper health officials. There is some hope that the CDC will issue new masking guidance for children prior to the beginning of the school year.

I pray that you and all involved in various youth related ministries in your parishes find this guidance helpful. Persevere.

## **SOCIAL DISTANCING:**

- Employees/volunteers are to follow the CDC recommended 6 feet distance from children, especially while in the classroom.
- Children's desks are to be at least three (3) feet from other student desks and six (6) feet from the teacher.
- While engaging in indoor CCD related events/activities, masks and proper distancing, at a minimum are to be followed.

## **STUDENT RELATED PROTOCOLS:**

- Students must be escorted to the entry to the building by a parent/guardian who must attest to the health of the child. (Signage provided)
- Everyone entering the building should use hand sanitizer at the door.
- Students will remain with their assigned group at all times. Students are not to visit other classrooms.
- Students will be mindful of social distancing and health practices or they cannot remain on campus.
- Students will not share spaces, supplies, or work in small groups.
- Students will use restrooms at designated times; the number of students admitted into a restroom at a time will be no more than the number of sinks in the restroom.
- If a student has a physical need that prevents wearing a face covering, or if the parents object to their child wearing a mask, the parents must submit, in writing, a request for an exemption stating the reasons they cannot comply.
- Children without masks should maintain six (6) feet distance from other students while in the classroom.
- Face coverings may be challenging for students (especially younger students) to wear and so if the parents ask for a waiver they are to be accommodated as much as possible.
- Teach and reinforce use of face coverings among all staff who have contact with children.

## **PREVENTIVE MATERIAL INVENTORY:**

- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
- Confirm a supply of gloves and other protective gear for those taking temperatures.
- Touchless thermometers on-site for screening employees, volunteers or students who may manifest other symptoms which could create a cause for concern.
- Extra masks must be available for those who do not come with one.
- In order to minimize exposure to COVID-19, all children, youth ministry and adult faith formation programs must follow guidelines provided by the diocese and the CDC.
- While inside the building for CCD classes, face coverings are to be worn by staff, volunteers, and students.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures and properly wear a face covering.

## **OTHER CONSIDERATIONS:**

- Parish catechism programs that exist at a parish with a Catholic school need to establish and maintain good communication between DRE's and School Administration. Generally, the norms for the parish school also apply to parish catechism classes.
- Catechists and authorized volunteers should be familiar with how to safely handle set-up and clean-up protocols.
- Faith & Life Series remains the curriculum for Grades 1-8. Online resources are available for those parishes preferring the virtual or blended method.

## **PLANNING CHECK LIST:**

- Students must be escorted into the building by a parent/guardian who must attest to the health of the child. (Signage provided)
- As much as possible all students and teachers should enter through a single door.
- Make sure a Check-In table is set up with attendance forms, sanitizer and additional masks. (While temperatures do not need to be taken, having a digital thermometer available is recommended.)
- Arrange the tables, chairs and desks in each classroom for proper social distancing.
- Determine protocols for anyone who becomes ill while on campus or exhibits symptoms of Covid19. (See Quick COVID Guide - DSR (included with this Guidance))
- Institute more frequent cleaning practices, including additional cleaning by custodial/janitorial staff.
- Arrange for additional cleaning and disinfecting of surfaces that are touched in common, as deemed necessary.
- Arrange for cleaning of classrooms between different class groups if the same room will be used by multiple class groups.
- In sanitizing, special attention should be given to commonly touched items such as door handles, railings, common tables/desks, and bathroom items.
- When possible, open windows to allow for additional ventilation and air flow, which is helpful in mitigating COVID-19 spread.



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## **Covid-19 Risk Factor Checklist & Agreement**

If you are dropping off your child for religious education classes, you are attesting to answering **NO** to the following questions. If you cannot answer NO to the following questions, please do not drop off your child.

<b>1. Has anyone in your household had a fever in the last 72 hours?</b>
<b>2. Has anyone in your household had a runny nose, sore throat, sneezing, or coughing in the last 72 hours?</b>
<b>3. Has anyone in your household experienced a loss of taste or smell?</b>
<b>4. Has anyone in your household tested positive for Covid-19 or experienced any of the above symptoms in the last 14 days?</b>
<b>5. Has anyone in your household had direct contact with someone who has tested positive for Covid-19 within the last 7 days?</b>

If you are dropping off your child for religious education classes, you are also agreeing that your child may be asked to:

<b>1. Wear a mask or face covering.</b>
<b>2. Use hand sanitizer.</b>
<b>3. Maintain 3-6 feet of distance from others.</b>



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## **Acuerdo y Lista de Verificación de Factores de Riesgo de Covid-19**

Si usted deja a su hijo para las clases de educación religiosa, está dando fe de responder **NO** a las siguientes preguntas. Si no puede responder NO a las siguientes preguntas, no deje a su hijo.

<b>1. ¿Alguien en su hogar ha tenido fiebre en las últimas 72 horas?</b>
<b>2. ¿Alguien en su hogar ha tenido secreción nasal, dolor de garganta, estornudos o tos en las últimas 72 horas?</b>
<b>3. ¿Alguien en su hogar ha experimentado una pérdida del gusto o del olfato?</b>
<b>4. ¿Alguien en su hogar ha dado positivo por Covid-19 o ha experimentado alguno de los síntomas anteriores en los últimos 14 días?</b>
<b>5. ¿Alguien en su hogar ha tenido contacto directo con alguien que haya dado positivo por Covid-19 en los últimos 7 días?</b>

Si deja a su hijo en clases de educación religiosa, también acepta que se le puede pedir a su hijo que:

<b>1. Use una mascarilla o una cubierta facial.</b>
<b>2. Use gel desinfectante de manos.</b>
<b>3. Mantenga una distancia de 3 a 6 pies de los demás.</b>



## **Diocese of Santa Rosa**

### **COVID-19**

#### **Quick Reference Guide**

If you receive information that an individual who has been on your premises has tested positive for covid-19, please use this information below as general guidance.

1. Write down the following information:

- a. Name of individual
- b. The date they received the positive test results
- c. The date they believe they first felt any symptoms
- d. The names of any others who were on-site at the same time as the individual who tested positive

2. Contact your local public health department and follow their guidance:

- a. Del Norte: (707) 464-0861
- b. Humboldt: (707) 441-5000
- c. Lake: (707) 263-1090, option 9
- d. Mendocino: (707) 234-6052
- e. Napa: (707) 253-4270; (707) 204-4359 after business hours/weekends
- f. Sonoma: (707) 565-4566 or (916) 262-7553

3. If the individual who has tested positive for covid-19 is an Employee, also notify our Diocesan Director of Human Resources, Lori Norcia at 707-566-3322