



Our Lady of the Valleys Parish

Home of: Our Lady of Grace Church, Heretaunga
St Francis Xavier Church, Stokes Valley

Tuesday, 26 May 2020

Dear Parishioners

REVIEW OF ALERT LEVEL TWO PROCEDURES

On Monday 25th May, Cabinet made the decision to move raise the maximum social gathering limit of Alert Level Two from 10 to 100. This is effective from NOON 29th May. Below are the current details of Our Lady of the Valleys Parish Alert Level Two Action Plan.

Under this level of social gathering the **Bishop has removed the suspension of Public Masses.**

Main Points of Operating at Alert Level 2 -100 maximum social gathering

- Partial re-opening of our churches
- 4 Sunday Masses (to be trailed for a month to see if required)
- **Masses will be restricted to 100** and booking in at Sunday Masses is essential to limit numbers and provide contact tracing.
- **Public Masses will begin with Saturday evening Mass at 5:30 pm at Stokes Valley**
- There is restrictions for Holy Communion and Sign of Peace
- Contact tracing is essential in Alert Level Two
- Social distancing (2 metres for those you don't know and 1 metre for those you do) is to be observed
- Hygiene practices are to be observed
- Access is still available, for those who choose to, to participate via on-line Masses streamed. Refer to Archdiocesan website www.wn.catholic.org.nz for details
- Weekday Mass will be available as per the scheduled listed and during LEVEL 2 parishioners may avail themselves of these services instead of attending on Sunday.
- The Plan is an evolving document and will be updated as Government and Bishops announcements allow and their practical implementation in the Parish is assessed.
- Your understanding and patience at LEVEL 2 is appreciated

Impact of Government's decision to allow social gatherings of up to 100 attendees

Page 1

Alert Level Two Action Plan

BRIEF SUMMARY OF CHANGES UNDER THIS PLAN

Please read the whole document

**PUBLIC MASSES TO RESUME FROM SATURDAY 30th MAY 5:30pm
BY WHICH TIME SOCIAL GATHERING LIMIT WILL BE 100**

SIGNIFICANT CHANGES TO NOTE

- An additional Mass will be offered at 5:00pm Sunday night to provide enough space at a Mass for the average Mass count as at Nov 2019.
- If you feel unsafe in large public gatherings because of the effects of COVID-19, you can attend a weekday Mass or chose to keep the day holy in other ways. As over the past weeks online services will continue to be available, or you could pray in your own homes.
- 1 metre physical spacing between bubbles is required in the Church.
- A BOOKING IN system has been created to managed the restricted numbers allowed at Masses and provide contact tracing. All INDIVIDUALS need to be recorded to accurately manage the 100 limit. The Booking system is internet based at <https://www.picktime.com/OLOVMassAvailability>.
- If parishioners are NOT on the internet please contact the Presbytery and the staff will book you in.
- Parishioners are URGED to come to the church early to give time to be checked into the building and to use hand sanitiser before entering the building. Please avoid a bottle-neck of arrivals in the last five minutes.
- Once the 100 limit is reached / or Mass begins the doors will be closed.
- If parishioners are NOT on the internet please contact the Presbytery and the staff will book you in.
- Contact tracing details will be recorded for all attendees.
- A COVID-19 WARDEN (with assistance) will be appointed for each Sunday Mass to monitor the implementation of the Plan.
- Between each Mass the building will need to be sanitised. Volunteers will be required to assist with this
- To reduce the amount of sanitising during the week **ALL** weekday Masses will be held at the **Pettit Centre in Heretaunga at their regular times.**

The following Alert Plan has been adopted in the Parish

Govt/MOH Requirements	Church Application	Details
No participants allowed who have COVID-19 symptoms or who need to be in isolation/quarantine for any reason.	If you are sick – STAY HOME	COMMUNICATE to parishioners
If gatherings only allowed for up to 100 people indoors	Increase number of Sunday Masses where possible to accommodate parishioners	Sat 5:30 pm Stokes Valley Sun 8:30 am Stokes Valley Sun 10:30 am Heretaunga Sun 5:00 pm Heretaunga
	Implement 'booking system' to gauge attendance levels at each Sunday Service	<ul style="list-style-type: none"> ➤ 'Mass booking' information to be distributed by email, parish website. This it is hoped will ensure you are able to attend the service of your choice. Book online at https://www.picktime.com/OLOVMassAvailability ➤ Each attendee will need to be recorded ➤ Ring Parish Office if online not an option and the 'booking' will be made there.
	Record numbers at entry and close the doors at 100	<ul style="list-style-type: none"> ➤ Doors to church will be closed when numbers reach 100. ➤ Doors will be shut once Mass begins
	Weekday Masses will be provided as per the regular timetable in the Pettit Centre.	<ul style="list-style-type: none"> ➤ To ensure that practicality of sanitizing the worship space each day, rather than using the large church spaces all weekday Masses will be held in the Pettit Centre in Heretaunga. ➤ This will be reviewed after a month, or if changes are made to the cleaning requirements. ➤ The limit of 100 people is unlikely to be reached so pre-booking will not be required but completing the Contact Tracing Register will.

Govt/MOH Requirements	Church Application	Details
Physical distancing requirements must be met or need to be in isolation/quarantine for any reason	Use stickers on seats to indicate 1m distancing between bubbles	1 person/bubble per pew section
	Children's Liturgy will not be offered for the first weeks of the resumption of Masses	
	After Sunday Mass, congregation to leave church through designated exit(s) observing 2m distancing.	<ul style="list-style-type: none"> ➤ Encourage people to be patient in leaving building ➤ Main exit ➤ Fire exit ➤ Side exit
	Parishioners may not stand in the foyer to chat. People move outside and continue to observe 2m distancing.	
	Sacramental Programme 2020	This will be restarted as soon as practical. Details have yet to finalized but participating families will be advised as soon as possible.



Washing and drying your hands kills the virus

Wash often. Use soap. 20 seconds. Then dry.
This kills the virus by bursting its protective bubble.

Find out more at
Covid19.govt.nz

New Zealand Government

**Unite
against
COVID-19**

Govt/MOH Requirements	Church Application	Details
Infection protection and control requirements must be met	Minimise items to be touched including pre-lockdown measures: <ul style="list-style-type: none"> ➤ No Holy Water ➤ No Communion on the tongue ➤ No Communion from the chalice ➤ No shaking hands or other physical contact at Sign of Peace ➤ Priest alone will distribute Communion 	<ul style="list-style-type: none"> ➤ Single Collection box at back ➤ Reader/presenter not to touch lectern, microphone etc ➤ No Eucharistic Ministers other than the presider. ➤ No music to reduce the length of time people are together in the building. ➤ No Procession of the Gifts ➤ To limit people on the sanctuary and contact with the priest no Altar Servers will be rostered. 1m distancing required in the Communion line
	Hand Sanitiser at key points	<ul style="list-style-type: none"> ➤ Entry to church ➤ Outside toilets ➤ Meeting Rooms ➤ Sacristy
	Disinfect all surfaces after each Mass <ul style="list-style-type: none"> ➤ Spray seats with disinfectant mist ➤ Wipe down pews, doors and handles (including toilets) with disinfectant 	Supply <ul style="list-style-type: none"> ➤ gloves ➤ Chux wipes ➤ Disinfectant /Bleach ➤ Spray Bottles
	Hand washing facilities <ul style="list-style-type: none"> ➤ Ensure liquid soap is available in the toilets ➤ Use paper towels rather than cloth or roller towels ➤ Display Public Health hand washing signs 	



Govt/MOH Requirements	Church Application	Details
All gatherings must record attendees to ensure contact tracing may be conducted if necessary	Single Entry Point	Ensure side doors are locked at start of Mass and during
	Sunday Mass: ➤ Use BOOKTIME online system to indicate which Sunday Mass parishioners will attend and to collect relevant contact information and store.	➤ Each Sunday Mass will have a nominated COVID Warden to oversee protection measures ➤ Book for a service as per link in previous section ➤ 2 people on doors will ensure Contact Tracing information is completed before entry to the Church. ➤ Folder to collect Tracing Sheets to be held in the Parish Office.
	➤ Weekday Masses will be provided as per the regular timetable in the Pettit Centre	➤ Same restrictions but no need to pre-book. ➤ Contact tracing and social distancing required ➤ ALL weekday Mass will be at their regular time but for sanitising purposed will be held in the Pettit Centre in Heretaunga
	Visits during the day ➤ Churches will be locked when no open for services	No Friday Adoration is allowed during Level Two due to limitation on social distancing in the St Joseph's Chapel

Contact Tracing is essential to reduce the community spread of COVID-19-

We will be recording details of all who attend Mass. Please depart earlier than usual to allow time to record your details at the Church. This will allow services to start on time and reduce a bottle-neck at entry

Govt/MOH Requirements	Church Application	Details
Communication	Communicate plan to parishioners the weekend before commencement of Sunday Masses and at the beginning of each Sunday service.	<ul style="list-style-type: none"> ➤ Read out at beginning of Mass ➤ Newsletter ➤ Website ➤ Windows of churches ➤ Noticeboard at OLOG ➤ Word of mouth between parishioners
	Public Health posters to be printed and displayed	<ul style="list-style-type: none"> ➤ Entrance ➤ Foyer
	Share Parish plan with School/BOT	
Emergency Situation	In an emergency, usual procedures are to be followed maintaining social distancing where possible	
Staff	<ul style="list-style-type: none"> ➤ Staff to work from home where possible. ➤ If staff are ill, they must stay home. ➤ Maintain 1m social distance in offices. ➤ Use hand sanitiser on entry/exit to office. ➤ Shared work surfaces must be cleaned daily. 	<ul style="list-style-type: none"> ➤ Paper Contract Tracing sheets at Parish Office and Presbytery front door ➤ Hand sanitiser at Parish Office door and Presbytery front door ➤ Gloves for counting money and for housekeeper



**Remember
we are all in
this
together**

UNITE to beat COVID-19

For our Plan to work – we need your COOPERATION

For Sunday Masses:

- If you are sick STAY AT HOME
- PLAN which Mass you will attend
- BOOK IN (each Mass is limited to 100 people)
- ARRIVE EARLY: the church will open 30 minutes before the start of Mass & the doors will be shut 5 minutes before the start of Mass.
- OBSERVE THE 2M/1M DISTANCING when checking in for Mass
- BE PATIENT & COURTEOUS
-

We need volunteers after each Mass

- to sanitise the church – all hard and soft surfaces to be sprayed with disinfectant and wiped down.

If anyone who has attended Mass is tested positive for COVID-19

**THE CHURCH WILL SHUT FOR
A FURTHER 14 DAYS**