



OUR LADY OF THE VALLEYS PROTOCOLS



Dear Parishioners

REVIEW OF ALERT LEVEL TWO PROCEDURES

Cardinal John has recently advised that effective from 7th October the restrictions set in February are for this current outbreak to be amended.

For this current restricted period of LEVEL 2DELTA the **Bishop is allowing WEEKDAY MASSES (Monday- Saturday morning) Masses to resume and the PROBABLE resumption of SUNDAY MASSES.**

SUMMARY OF MAIN POINTS of Operating at Alert Level 2DELTA - 100 maximum social gathering for Our Lady of the Valleys Parish

- **SUNDAY MASSES** resume on 16/17th October
- **WEEKDAY MASSES** in OLOV will begin on Tuesday 12th October. This will give us time to make necessary preparations of the return of **Masses**
- Weekday Mass will be available as per the scheduled listed and their regular places
- During LEVEL 2 parishioners may avail themselves of weekday services instead of attending on Sunday.
- **Masses will be restricted to 100** and booking in for **SUNDAY Masses** is essential to limit numbers and provide contact tracing. (via Picktime online booking system as per previous LEVEL in 2020). No pre-booking is required for Weekday Masses but QR and Contact Tracing is required for ALL Masses
- There are restrictions for Holy Communion and Sign of Peace
- We are awaiting clarification around Liturgies of the Word and Holy Communion, until then they remain **SUSPENDED**.
- Contact tracing is essential in Alert Level Two
- Social distancing (1-metres) 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
- 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



Following are details that help flesh out the requirements and practical effects relating to celebrations at Our Lady of the Valleys Services.

Schedule A Guidelines for gatherings under ALERT LEVEL 2DELTA

Schedule B Guidelines for faith-based gatherings under ALERT LEVEL 2DELTA

Schedule C Guidelines from Cardinal John relating to gatherings in Archdiocese under ALERT LEVEL 2DELTA

Schedule D Guidelines for faith-based gatherings under ALERT LEVEL 2DELTA applied to Our Lady of the Valleys Parish Heretaunga/Stokes Valley.

SCHEDULE A

The following guidelines are taken from the COVID-19 website relating to gatherings under Alert LEVEL 2 DELTA

General Rules around Alert Level 2

- ❖ If you are around people, you do not know, it is a good idea to wear a face covering.
- ❖ You must wear a face covering.
- ❖ Scan the NZ COVID Tracer QR code poster or provide your contact details at places you visit. Businesses may ask you to do this to help with contact tracing if it is needed.
- ❖ At event facilities such as cinemas, stadiums, and concert venues, everyone must keep 1 metre apart, except for friends and families.
- ❖ If you are organising a social gathering for the Parish this would be seen as a private social gathering. The rules include”
 - ◆ At Alert Level 2, you can host or attend a gathering of up to 100 people in any defined indoor or outdoor space.
 - ◆ It is a good idea to keep a guest list to help with contact tracing if it is needed.
 - ◆ Your guests do not need to physically distance.
 - ◆ Serve food and drinks individually rather than having shared platters.
 - ◆ Try to avoid shared utensils. If possible, limit the number of people handling or serving food.

SCHEDULE B

The following guidelines are taken from the COVID-19 website relating to Faith Based gatherings under Alert LEVEL 2

Faith-based gatherings at Alert Level 2

At Alert Level 2, places of worship can host services and ceremonies to a maximum of 100 people in any indoor or outdoor defined space. The gathering limits do not include staff — for example, clergy.

Advice for places of worship

- ❖ All places of worship must have ways for attendees to record their visit. This can be done by asking everyone to scan in using the NZ COVID Tracer app, or by recording their contact details manually.
- ❖ Offer online services so people who cannot attend in person can participate.
- ❖ Some religious rituals or practices need close contact — for example, a christening. Try to keep the time spent in close contact to a minimum.
- ❖ Remove communal resources such as prayer mats or prayer books.
- ❖ Encourage attendees to wear a face covering.
- ❖ Clean and sanitise musical instruments and other shared surfaces thoroughly before and after use.
- ❖ Singing, for example church choirs and other types of performance can go ahead. Performers do not need to wear a face covering.
- ❖ You can serve food and drink and host events or functions such as catered morning tea — as long as you keep to the gathering limits.
- ❖ Encourage contactless donations instead of a cash collection box.

If you are going to a place of worship

- ❖ We strongly encourage you to wear a face covering when visiting a place of worship.
- ❖ You can mix with friends and whānau, but please be considerate of others and leave enough space for people to keep their distance if they want to.
- ❖ Do not attend a service or prayer if you are unwell.
- ❖ Scan in using the NZ COVID Tracer app or give your details to the place of worship to support contact tracing.
- ❖ Take home any personal items you bring in with you — for example, a prayer mat or prayer beads.

SCHEDULE C

The following guidelines are taken from the Cardinal John Dew's directive website relating to gatherings in Masses under Alert LEVEL 2

Things to be considered if we are to have weekday Masses at Level 2:

- ❖ A booking system in place. Daily Mass goes limited in the number of their bookings if there are too many
- ❖ Contact tracing scanning or signing in required
- ❖ The places where people sit in the church marked to ensure social distancing
- ❖ No holy water in foyer
- ❖ People checked off as they come in and must be wearing masks (The governments says "encouraged to wear a mask" but I think we require it)
- ❖ No singing, people should make the responses softly (again the government says singing is ok at Level 2 for choirs but I think it is a risk we shouldn't take with congregational singing)
- ❖ One reader only, no server
- ❖ Priests and reader wear masks
- ❖ Social distancing must be practiced when going to communion (2m required when queuing)
- ❖ Priest/minister to wear mask while distributing communion
- ❖ People receive communion on hand only, step to side lift mask to consume host, replace mask
- ❖ No Communion on the tongue
- ❖ Priest goes straight to sacristy after Mass
- ❖ Pews where people have sat and other surfaces to be cleaned after each Mass
- ❖ No more than one Mass per day for each priest



- ❖ No Liturgy of the Word and Communion.
- ❖ In some of our churches, by the time we mark them out at 1 metre distance, we would be struggling even to get 50 people in the church because of that requirement. The government has said at faith-based gatherings people should "leave enough space for people to keep their distance if they want to", but I think we need to comply with the standard that is the norm elsewhere in the community.

SCHEDULE D

In order to comply with Cardinal John Dew's directive website relating to gatherings in Masses under Alert LEVEL 2 Our Lady of the Valleys will observe the following procedures around all Liturgical Gatherings

- ❖ From 12th October **WEEKDAY MASSES** (Tuesday to Saturday morning) will recommence in Our Lady of the Valleys Parish as approved by Cardinal John.
- ❖ **SUNDAY MASSES** will resume on Saturday/Sunday 16/17th October as confirmed by Cardinal John.
- ❖ As a starting point Masses will be celebrated at their normally scheduled times and their regular venue. This may be reviewed both in terms of time and place depending on feedback from parishioners and level of attendance.
- ❖ **LITURGIES OF THE WORD AND HOLY COMMUNION** remain suspended until advice from Cardinal John is received. When they do return the restrictions as per weekday Masses will apply
- ❖ Taking **HOLY COMMUNION TO THE SICK** by those Extra-Ordinary Ministers already doing so may resume from 12th October. They will adhere to ALERT LEVEL 2 recommendation around visiting in the community and gatherings with others, i.e. wearing Masses; sanitising when obtaining consecrated hosts and administering them; keeping appropriate social distance as much as possible when visiting the sick and housebound.
- ❖ Please arrive at the building earlier than normal as it may take a little longer to get to your seat etc due to COVID requirements.
- ❖ The **Picktime online booking system** will be reinstated for **SUNDAY MASSES ONLY**. This provides CONTRACT TRACING information but also ensures that the limits on gatherings will be maintained. Details of how to book will be published in the newsletter. For those not on the internet please contact the Parish Office who will be able to make the booking for you.
- ❖ The effect of restrictions on gathering sizes with 1 metre social distancing means that we are limited in congregation size. Attendance limit at **Our Lady of Grace Church and St Francis Xavier Church is 100.**



- ❖ Attendees at each Sunday Mass will be checked against the Picktime Booking register and marked off as being present.
- ❖ When the limit of attendees is reached or the Mass begins the external doors will be locked and no further attendees will be admitted.
- ❖ In-between pews will be 'blocked out' and these will be indicated by signage on the pews and /or the presence of 'virtual congregation' photographs.
- ❖ When a church is used for a Mass at the end of the service surfaces used need to be sanitised. Volunteers will be organised to undertake this task.
- ❖ For **ALL MASSES** Holy Communion will be brought to the congregation in their pews by ministers wearing masks. There is no need for the congregation to leave their seat during the service.
- ❖ No collection will be taken up and nor will there be an Offertory procession of the gifts. A box will be provided in the foyer for those who wish to bring Planned Giving envelopes or other financial donations.
- ❖ Parishioners are encouraged **NOT** to linger and chat in the foyer as this could compromise the social distancing. Please leave the building at the end of the service. When outside socializing may occur but remember social distancing.
- ❖ A decision regarding Living Waters Café will be made at a later date. At this stage it will remain suspended.
- ❖ Adoration of the Blessed Sacrament will resume on **Friday 22nd October** with a limit of 2 people in St Joseph's Chapel to comply with social distancing rules. Masks must be worn in the chapel
- ❖ Rosters will continue to be published as we look forward to returning to celebrations as we have done previously with fewer ministers required (ie 1 reader rather than 1 leader/2 readers at Our Lady of Grace Church).
- ❖ An **COVID WARDEN** will co-ordinate efforts at each Mass to ensure protocols are followed and appropriate sanitising is undertaken at the end of each service.

Govt/MOH Requirements	Church Application	Details
<p>No participants allowed who have COVID-19 symptoms or who need to be in isolation/ quarantine for any reason.</p>	<p>If you are sick – STAY HOME</p>	<p>COMMUNICATE to parishioners</p>
<p>If gatherings only allowed for up to 100 people indoors</p>	<p>Implement 'booking system' to gauge attendance levels at each Sunday Service</p>	<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 is not an option and the 'booking' will be made there.
	<p>Record numbers at entry and close the doors at 100</p>	<ul style="list-style-type: none"> ➤ Doors to church will be closed when numbers reach 100. ➤ Doors will be shut once Mass begins
	<p>Weekday Masses will be provided as per the regular timetable.</p>	<ul style="list-style-type: none"> ➤ No pre-booking is required ➤ Weekday Masses will be held as per the regular scheduled venues ➤ To ensure that practicality of sanitizing the worship space each day, at Weekday Masses parts of the seating will be roped off ➤ This will be reviewed as we gauge how we are addressing the needs of parishioners, or if changes are made to the cleaning requirements.
<p>Physical distancing requirements must be met or need to be in isolation/quarantine for any reason</p>	<p>Use signs on seats to indicate appropriate distancing between bubbles</p>	<p>1 person/bubble per pew section</p>
	<p>After Mass, congregation to leave church through designated exits(s) observing appropriate distancing.</p>	<ul style="list-style-type: none"> ➤ Encourage people to be patient in leaving building ➤ Main exit ➤ Fire exit ➤ Side exit
	<p>Parishioners may not stand in the foyer to chat. People move outside and continue to observe appropriate distancing.</p>	

	Sacramental Programme 2021	This will be restarted as soon as practical. Details have yet to finalized but participating families will be advised as soon as possible.
Infection protection and control requirements must be met	Minimise items to be touched including pre-lockdown measures: <ul style="list-style-type: none"> ➤ Use of masks ➤ No Holy Water ➤ No Communion on the tongue ➤ No Communion from the chalice ➤ No shaking hands or other physical contact at Sign of Peace ➤ All ministers to wear masks ➤ 	<ul style="list-style-type: none"> ➤ Single Collection box at back ➤ Reader/presenter not to touch lectern, microphone etc ➤ 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. ➤ Communion will be brought to attendees in their seats by masked ministers
	Hand Sanitizer 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 	
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 the service
	Use BOOKTIME online system to indicate which Sunday Mass parishioners will attend and to collect relevant contact information and store.	<ul style="list-style-type: none"> ➤ Each Sunday Mass will have a nominated COVID Warden to oversee protection measures ➤ 1 person on doors will ensure Contact Tracing information is completed before entry to the Church. ➤ 1 person to act as usher ➤ Folder to collect Tracing Sheets to be held in the Parish Office.
	Visits during the day Churches will be locked when not open for services	Friday Adoration is allowed during Level Two but limited to 2 people in St Joseph's Chapel due to social distancing requirements
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Communication	Communicate plan to parishioners before commencement of Masses and at the beginning of each 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"> ➤ If staff are ill, they must stay home. ➤ Maintain 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 Contact 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

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



Remember we are all in this together

UNITE to beat COVID-19

For our Plan to work – we need your COOPERATION

For Masses:

- If you are sick STAY AT HOME
- PLAN which Mass you will attend
- BOOK IN (each Mass is limited to the capacity of the church)
- ARRIVE EARLY: the church will open 15 minutes before the start of Mass & the doors will be shut 5 minutes before the start of Mass.
- OBSERVE APPROPRIATE SOCIAL DISTANCING when checking in for Mass
- BE PATIENT & COURTEOUS
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We need volunteers after each Mass

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