

Dear Committee members,

In this email, I would like to summarise the current state of progress of our preparations to re-open the church.

We have had our three committee meetings (cleaning the church, preparing the church and stewards) and I have spoken with Fr Gerardo subsequently.

Also, as you know, we now have permission to open for mass on the 5<sup>th</sup> July if we are prepared to do so safely. Therefore our preparation now has a real focus. Fr Gerardo would like to start “with small steps”, so we are aiming for a single mass at 10:00 Sunday 5<sup>th</sup> July.

- The safety of everyone is of high importance; therefore we will seek to follow the guidelines rigorously. We shall communicate this to the parish.
- “Small steps” means that at least for the first few masses, mass-goers, who have booked in, will queue to enter church, be escorted to their pre-determined seats, stay there for the entire service, with holy communion being brought to them, and then leave when invited to do so. No candles, visiting the Lady Chapel, tradecraft or piety stall.
- Fr Gerardo agrees with the proposal not to use the balcony initially; this makes the cleaning requirements simpler.
- All seem agreed about the idea of using the toilet behind the disabled toilet, as the washroom for the stewards.
- Therefore the PA room and sacristy kitchen will just be used by the sacristans during mass. The door between the PA room and Fr Gerardo’s sacristy will be locked.
- Does anyone have a spare kettle which can be used to heat water for the cleaners?
- We will try to have the offertory envelope boxes ready for distribution on the 5<sup>th</sup>
- The Fr O’Mahoney Trust would like their collection boxes putting out
- Michael and Rex to organise and deliver the training of Stewards who will be organised into teams of nine plus team leader
- We will have to have an emergency evacuation procedure (John & Rex to draw up.) which will have to be communicated by one of us (Pat has volunteered!) standing up and speaking to the congregation before mass. The church will be evacuated in the case of a fire, but also if anyone collapses as we must assume that it is because of the coronavirus.
- Plastic collapsible chairs will be stored in the narthex to accommodate anyone who turns up without booking.
- The Sunday collection will be stored for a week in the sacristy safe and then counted on the balcony on a table not used for anything else and sanitised afterwards.
- I have not received any offers of help with the livestreaming of mass from OLW. I will not have time to do this by myself in the week ahead but hopefully it will happen sometime in the future. (Small steps!)

After consultation with Fr Gerardo and yourselves, I would like to propose the following plan for the next week or so. It is important to acknowledge that while we wish to open for mass on the 5<sup>th</sup> July it is not required by the Archbishop. The emphasis is on opening safely. Therefore, we will not open if any of the following three possibilities happen:

- Adequate amounts of PPE and cleaning materials fail to arrive
- A cleaning team is not assembled to adequately clean the church beforehand
- No stewarding team, correctly trained, is formed.

### **Plan for Reopening for mass Sunday 5<sup>th</sup> July 2020**

- 1 Wed 24<sup>th</sup> to Fri 26<sup>th</sup> : Order PPE and cleaning materials: *mostly done*
- 2 Saturday 27<sup>th</sup>: Initial email re booking into mass, asking people to reach out to family, neighbours and friends so as to become their booking contact person
  - i. Need to prepare a dedicated email address for this
- 3 Monday 29<sup>th</sup> To Wed 1<sup>st</sup> delivery of PPE and Cleaning materials. Pick up if necessary.

- 4 Monday 29<sup>th</sup> To Tuesday 30<sup>th</sup>
  - i. Preparation of necessary signage
  - ii. Final H&S checks in church
  - iii. Pending final approval by Fr Gerardo, the submission of our Risk Assessment. Please note that it is the very act of uploading that constitutes the submission, not any approval.
  - iv. John & Rex to draw up emergency evacuation plan
- 5 14:00 Thursday 2<sup>nd</sup> July: Preparing the Church. All committee members invited.
- 6 18:00 Thursday 2<sup>nd</sup> July: Training of Stewards
- 7 c. 20:00 Thursday 2<sup>nd</sup> July: If and **only if** all cleaning material/PPE received, we have an adequate cleaning team for Sat and a sufficiently trained team of stewards, send out mass booking email (First come-first served basis, with unsuccessful applicants put on list for following Sunday(s))
- 8 p.m. Friday 3<sup>rd</sup> July: Michael and John to assign places as per booking requests. Contact all successful applicants as well as all unsuccessful ones
- 9 Saturday 4<sup>th</sup> Training of church cleaning teams by cleaning the church
- 10 10.00am Sunday 5<sup>th</sup>: First mass in re-opened church

This is not set in stone; we will adapt as required as circumstances change and as new ideas are proposed and agreed.

### **National / diocesan guidance.**

Please find attached guidance documents for the re-opening of mass for church. I make the following (few!) points. Please feel free to debate these points if you feel otherwise. The whole committee's collective wisdom is far greater than mine.

- 1 Whilst the guidelines have now relaxed the 2 meter rule for social distancing, we shall continue to use it.
- 2 While the guidelines do not require the use of masks if the 2 meter rule is maintained, we shall strongly encourage it and all cleaners and stewards must wear masks.
- 3 Fr Gerardo and Deacon Sean need not wear masks on the sanctuary but obviously will for the distribution of Holy Communion.
- 4 The V.G. gives us the option of bringing Holy Communion to the parishioners where they are seated. We shall take this option.
- 5 From after the preparation of the church on Thursday evening 2<sup>nd</sup> July, access to the sacristy must be strictly limited (Fr Gerardo, one sacristan and John?). All others must enter church via the rear doors.