



## Checklist for Non-liturgical Gatherings and Events (July 1, 2020)

The following criteria should be considered in deciding whether or not to move forward with any non-liturgical gatherings or events through the duration of the COVID-19 pandemic. These criteria are not intended as hard and fast requirements. Instead, they are provided to assist parishes in thinking through the many considerations that could come into play in this regard. These criteria are worded in a general way because so many different kinds of gatherings and events take place in our parishes.

In applying these criteria, it is important to adhere to guidelines established by the State of Indiana and the Centers for Disease Control. Guidelines documented in the State of Indiana's five-stage *Back on Track Plan* are detailed in the attachment to this document. Although the state's plan provides detailed guidance pertaining to liturgical gatherings, nothing specific is shared in the case of non-liturgical gatherings of various kinds. Nevertheless, some "best practices" in this regard can be extrapolated from the state's general and workplace guidelines. Please note that "social distancing" is required at every stage of the State of Indiana's *Back on Track Plan*. Note, too, that the wearing of face coverings remains a "best practice" even at stage 5.

Gathering or Event: \_\_\_\_\_ Anticipated Date: \_\_\_\_\_  
 Sponsoring Entity: \_\_\_\_\_ Key Contact: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Mission-orientation				
1. Is the gathering or event central to the mission of the Church, the diocese, or the parish?	Yes	No	N/A	Comment:
2. If so, can the gathering or event be re-scheduled to a later time without impeding the pursuit of the relevant mission?	Yes	No	N/A	Comment:
3. If the gathering or event is central to the mission of the Church, the diocese, or the parish, can it be conducted effectively in a virtual fashion?	Yes	No	N/A	Comment:
4. Is it appropriate in this instance to schedule multiple gatherings or events in order to ensure that social distancing can be maintained?	Yes	No	N/A	Comment:
5. If the gathering or event cannot be conducted safely, is there another way to meet the needs of those involved or those who are served?	Yes	No	N/A	Comment:
Approvals and Enforcement				
1. If the parish has guidelines in this regard beyond those provided by the state, have they been clearly communicated to those responsible for this gathering or event?	Yes	No	N/A	Comment:
2. Have all relevant stakeholders (e.g., housekeeping, the individual responsible for the parish's calendar, etc.) been apprised of this gathering or event?	Yes	No	N/A	Comment:
3. Has primary responsibility for ensuring the enforcement of requirements pertaining to this gathering or event been assigned?	Yes	No	N/A	Comment:
Participation				
1. Has a limit in keeping with current state, local, and parish guidelines been established for the number of individuals who will be allowed to participate in the gathering or event?	Yes	No	N/A	Comment:
2. Will an invitation or reservation system be used to ensure that the maximum number of participants present is restricted to the upper limit established by the state or by the parish?	Yes	No	N/A	Comment:
3. Are those exhibiting symptoms informed that they should not attend?	Yes	No	N/A	Comment:

4. Are those in “vulnerable populations” <sup>1</sup> aware of the caution they are to exercise in choosing to attend? See note below.	Yes	No	N/A	Comment:
5. Can virtual technology or other means be employed to enable those who are in vulnerable populations to participate remotely?	Yes	No	N/A	Comment:
6. Has means been developed to keep interested parties who are unable to participate in person apprised of key developments after the gathering or event?	Yes	No	N/A	Comment:
<b>Gathering or Event Protocol</b>				
1. Will the protocols to be enforced be communicated to all participants in advance of the gathering or event?	Yes	No	N/A	Comment:
2. Will means be employed to ensure social distancing as individuals approach and enter the location of the gathering or event?	Yes	No	N/A	Comment:
3. Will screening be provided as individuals enter the facility (e.g., invitation or reservation, the experience of symptoms, etc.)?	Yes	No	N/A	Comment:
4. Will the use of hand sanitizers be required as individuals enter the facility?	Yes	No	N/A	Comment:
5. Will non-contact greetings be utilized?	Yes	No	N/A	Comment:
6. Will the use of face coverings be required as a best practice?	Yes	No	N/A	Comment:
7. Will means be provided for ensuring social distancing during the gathering or event (e.g., assigned seating, alternating rows, etc.)?	Yes	No	N/A	Comment:
8. Will the protocols in place be communicated in signage visible in the facility in which the gathering or event will take place?	Yes	No	N/A	Comment:
9. Will the protocols in place be communicated verbally at the beginning of the gathering or event?	Yes	No	N/A	Comment:
10. Will the sharing of materials (e.g., hymnals, handouts, etc.) be prohibited or minimized?	Yes	No	N/A	Comment:
11. Will the serving of food and drink be prohibited? If not, will steps be taken to ensure the safety of all who partake of the food and drink that is provided?	Yes	No	N/A	Comment:
12. Has means been developed for ensuring that social distancing will be enforced as individuals leave the gathering or event?	Yes	No	N/A	Comment:
<b>Sanitation and Cleaning</b>				
1. Is a protocol in place pertaining to the cleaning and sanitizing of the meeting space, common areas, and restrooms in advance of <u>and</u> following the gathering or event?	Yes	No	N/A	Comment:
2. Will steps be taken to ensure that the required cleaning and sanitation are conducted before <u>and</u> after the gathering or event takes place?	Yes	No	N/A	Comment:

Recommendation: \_\_\_\_\_

☐ Approved    ☐ Not Approved    By: \_\_\_\_\_    Date: \_\_\_\_\_

<sup>1</sup> Vulnerable persons or persons at high risk as defined by the CDC (6/26/20): The older a person becomes the more vulnerable they become. In addition, pregnant women, smokers and those with asthma, diseases that affect blood flow to the brain, cystic fibrosis, high blood pressure, dementia, liver disease, scarred or damaged lungs, Type 1 diabetes, a rare blood disorder called thalassemia, and people who have weakened immune systems due to HIV or other reasons.