

CHECKLIST THAT OUTLINES THE REOPENING OF YOUR PARRISH

Here is a checklist to guide you in preparing your parish through the different steps of the deconfinement process.

Once you are ready to proceed with the reopening of your church, you must request permission to do so.

To request permission to reopen your church, fill out form [ONLINE](#).

Once your application is received, it will be processed and assessed to determine if the eligibility criteria to proceed to the first phase of the deconfinement process are met.

	MEASURES TO BE APPLIED	DONE
1	PHYSICAL DISTANCING	
1A	Material to indicate the 2 meters distance is available (ground, pews, etc.)	
1B	<i>The 2 meters distance clearly indicated:</i>	
	From the entrance door of the Church to the sidewalk leading to this entrance	
	From the sanctuary entrance to the church entrance door through the central aisle	
	From the sanctuary entrance to each lateral aisle of the church (if it is the case)	
	For the individual places that can be occupied in the pews	
	For the pews that can be occupied by the members of the same family	
	For the premises reserved for the sacrament of reconciliation	
	The pews and places that must remain unoccupied are indicated with ribbons or any other means, to prevent their access	
1C	Terms for the displacement (Follow the marks and keep the 2-meters distance) are indicated	
	The number of Faithfulls who can be hosted at each celebration in the church are indicated	
2	MEASURES OF DISINFECTION AND HYGIENE	
2A	<i>Post notices clearly at church have been placed at the different entrances used by the faithfulls, concerning:</i>	
	General hygiene measures (wear masks or visors, hand sanitizer, respiratory etiquette, etc.)	
	Conditions that prohibit access to the cult place (fever, cough, contact with a sick person, return travel, etc.)	
2B	<i>All the provisions have been taken regarding the material for disinfection and hygiene</i>	
	The required cleaning products are available (see the start-up kit)	
	The hand sanitizer are available	
	Disposable masks are available	
	Cloth masks are available for the team	

	Disposable gloves are available (team and volunteers)	
	Pedal-activated closed waste-baskets are available (at each entrance)	
	Place hand sanitizers at each entrance to the church and to any room (church, meeting rooms, hall, washroom, etc.)	
	Hand sanitizer has been installed in the sanctuary and the sacristy	
2C	Provide number microphones and lecterns in accordance with the number of celebrants and interveners	
2D	Premises and material sanitation before the opening (and after each activity):	
	Disinfection of large surfaces (walls, ground, doors, etc.) is ensured	
	Disinfection of surfaces and all objects that will be accessed or touched by the team and the faithfuls, is ensured	
	Disinfection of the pews after each utilization (particularly if the delay between two celebrations is shot) is granted	
	Micros and lecterns are provided depending on the number of celebrants & servants	
	Candles and lampions are removed (To be used under strict control)	
	The fonts have been emptied and cleaned	
	Arrangements have been taken to ensure that the altar linens, including the corporals, are washed with soap and water before each utilization	
	Arrangements have been taken to ensure that the chalice, ciboria, paten and all container are washed thoroughly with soap and water	
	Arrangements have been taken to block the access to the sanctuary and the sacristy to all people other than volunteers and the serving team	
	Arrangements have been take, to remove all documents used during the celebrations (missal, parish newsletter, hymnals, etc.)	
	If mechanical fans are available, refer to the following recommendations to maintain its good functioning: https://www.inspq.qc.ca/publications/3011-climatiseurs-mobiles-ventilateurs-milieux-soin-covid19	
2E	Arrangements have been taken for a secured taking up collection: (trunk, ideally establish an online collection)	
3	THE VOLUNTEERS	
3A.	<i>Are available in sufficient number</i>	
	A person is available at the church entrance at any time during the church opening hours	
3B	<i>A training have been provided to the volunteers, covering the following themes:</i>	
	Hygiene and social distancing principles (how to wash hands, why and how disinfect hands)	

	Disinfecting and hygienic modalities adopted by your organization	
	Distancing modalities adopted by your organization	
	Volunteers role at the reception	
	Verify the applicability of the access conditions (number of people solely and in family); respecting distancing measures; following the directions indicated on the floor, forbidding unnecessary displacements in the premises; etc.)	
	Ensure the respect of the hygienic conditions: no symptoms nor conditions that prohibit the access, wearing mask, disinfecting hands at the entrance in and out, disposable material put in the wastebasket, avoid surfaces undue touching, etc.	
	Maintaining the doors opened during scheduled services hours	
	The way to guide the faithfuls in the premises : entrance, displacements, seated, exit, etc.	
4.	PARISHIONERS	
4A	<i>The parishioners have been contacted to inform them about the preparatory measures</i>	
	The 4 phases of a progressive reopening	
	The celebrations to be held during each phase	
	The availability of celebrations on a virtual mode	
	Modalities available for them to express their expectations in terms of sacraments	
4B	Prepare the instructions and the training available prior to the reopening: entrance, reception, displacements, sitting, sacrament of reconciliation, recollection visit, communion, etc.	
	Gatherings in front of the entrance and on the forecourt of the church are forbidden at any time	
	Unnecessary displacements in the premises must be forbidden	
	Communicating modalities : correspondence, social media, etc.	

For more information:

deconfinement@diocesemontreal.org

www.diocesemontreal.org