

Parish Meeting policy – changes in meeting procedure due to Covid restrictions

Last updated: 6 July 2020

Due to the health risks of contagion from the recent outbreak of Covid-19, the SCCR parishes will adapt the following policy for parish meetings, effective 1 July 2020, in accordance with health and safety recommendations of the Archdiocese of Cincinnati and laws of the State of Ohio

- Parish groups may meet indoors in parish facilities providing all of the following conditions are met
 - The group may not be more than 12 people
 - No meeting may occur, indoors or out, without first being scheduled by the parish office manager.
 - The group leader must sign a form acknowledging responsibility to maintain social distancing **at all times** when his or her group is on parish grounds. Specifically, individuals in the group must remain at least 6 feet apart at all times, with no exceptions, until leaving parish grounds.
 - In practice, this means that meeting procedures will have to be adjusted significantly. For example, handouts must be distributed in advance at members' seats so that people do not "bunch up" to retrieve them. Socializing before and after meetings must be done at a distance of 6 feet or more. While coming in to be seated, people may have to wait for others to take their seat before they approach, and so on.
 - The group leaders must sign a form acknowledging that they will do what is reasonably possible to help in sanitizing the facility after use since our maintenance staff is limited.
 - Those meeting are encouraged to wear a mask, in accordance with current recommendations of the governmental health agencies. However, masks will not be required.
 - The parish staff will insure that the tables and chairs are set up properly in advance to maintain distancing.
 - As of this writing, we are very close to having speaker phones available to plug in to meeting rooms so that those choosing to participate by phone may do so conveniently.
 - Those participating by phone are free to use the parish's rented conference line to allow multiple participants by phone. Please contact your group leader for instructions on how to dial in to this line.
 - Whenever callers are joining the meeting via phone conference, as a courtesy, all group members are encouraged to identify themselves whenever they begin speaking.
 - This policy remains in effect until canceled by the pastor. Timing will depend on the progress of the disease.

- Meetings held in outdoor facilities will follow the same policy as those itemized above (no difference in policy between indoor and outdoor facilities).

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