

COVID-19 Preparedness Plan template and instructions

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

The Basilica of Saint Mary’s COVID 19 Preparedness Plan documents policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19.

This plan has the strong commitment of management and it has been developed and implemented with the participation of staff and volunteer leaders. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate. Note: Houses of worship have been designated “essential” and as such, are already considered open. Management decided to prepare a plan like other businesses that are required to submit plans.

This plan includes descriptions of how The Basilica of Saint Mary will implement at a minimum the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. housekeeping, including cleaning, disinfecting and decontamination;
5. communications and training for managers, staff and volunteer workers necessary to implement the plan; and
6. provisions for management and supervision necessary to ensure effective ongoing implementation of the plan.

As of June 10, 2020, Governor Walz has moved to Phase 3 of the process to reopen Minnesota’s economy. Under the current guidance, churches are allowed to gather for worship inside or outside for up to 50% of their capacity or 250 people whichever is lower.

Basilica of Saint Mary – COVID-19 Preparedness Plan

Final - Revised June 18, 2020

This plan will be reviewed regularly as guidance, research and community transmission evolves, and will include the updated revision date.

The Basilica of Saint Mary is committed to providing a safe and healthy workplace for our staff, volunteers and visitors. To ensure a safe, healthy environment, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan, and volunteers and visitors will be asked to help as well. Our goal is to mitigate the potential for transmission of COVID-19 on our Basilica campus and in our community, and that requires full cooperation among our staff, management, volunteers and visitors.

Management and staff are responsible for implementing and complying with all aspects of this Preparedness Plan and they have the full support to enforce this plan.

Our staff and volunteers are our most important assets. We are serious about safety and health and keeping staff working at The Basilica of Saint Mary. Staff involvement is essential to develop and implement a successful COVID-19 Preparedness Plan.

For the purposes of the plan, Audra Johnson, Director of HR and Finance will be the central contact for any employees, volunteers, guests, and vendors to report a diagnosis of COVID-19 or exposure to COVID-19. Her back up will be Terri Ashmore, Managing Director. Fr. John M. Bauer, Pastor and Terri Ashmore are the plan administrators.

We have asked department directors and their staff members to assist in developing this COVID-19 Preparedness Plan.

Department directors consulted with other team members to develop initial ideas and suggestions. Initial ideas were reviewed by Department Directors on April 30 and May 7, 2020. Since these meetings, clarifications have been sought, and teams impacted were asked to review the draft plan and provide feedback by Tuesday, May 5, so that the DRAFT plan could be shared with staff for final review and input. The DRAFT plan was further reviewed and updated following new guidance from federal, state, and local leaders in late May and again in mid June. This plan will be implemented prior to staff returning to work, and prior to volunteers returning to the campus.

Areas of planning worked on by staff teams included:

- Cleaning and Sanitizing Routines for Church, Chapel, Teresa of Calcutta, office buildings and all public areas Dave Laurent
- Review cost impacts when opening, HR Role and Staff Training Audra Johnson, Terri Ashmore
- Liturgies / Size of gatherings, Access Points Fr. John Bauer, Johan van Parys

- Rectory Reception, Staff and Visitor Screening Kris McBride, Mark Wyss, Carla Piazza Marchio
- Volunteers – how / when do we bring them back Janice Andersen, Melissa Streit, Travis Salisbury
- Messaging and Communications Mae Desaire

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, City of Minneapolis Emergency orders, and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette to prevent infection and spread of COVID-19;
- prompt identification and isolation of sick persons;
- steps to take to promote and assist with social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- communications and training for managers, staff and volunteers to implement the plan;
- postings and other communications to inform visitors of protocols and expectations;
- management and supervision necessary to ensure effective implementation of the plan.

As an employer, The Basilica of Saint Mary requires our employees to do the following:

1. Stay home if ill. Employees are encouraged to monitor health and be in contact with Audra Johnson, HR.
2. Continue to work from home and come in only as needed. Some staff will be asked to come to the campus to help with day to day operations, maintenance, livestreaming of liturgies and assisting with Mass when we reopen for this purpose. Employees are encouraged to take their temperature before coming to the Basilica campus and if they have a temperature of 100°F or over, they are asked to stay home and contact Audra Johnson, HR.
3. If on campus, participate in health screening.
 - a. Wear a face mask when entering campus buildings.
 - b. All employees will enter through the Rectory 17th Street main entrance, sanitize their hands, and check in with the Rectory Receptionist before proceeding to their workplace.
 - c. The Rectory Receptionist will take employees temperatures when arriving at the Basilica campus.
 - d. We have 6 infrared non-contact thermometers on site in Rectory Reception and the Sacristy, and one forehead touch thermometer.
 - e. Rectory Receptionist will ask employees and visitors to answer screening questions (see below) and these answers will be recorded on a Google docs form developed for this purpose.
 - i. Responses are collected in Google docs and available only to Audra Johnson, HR to help manage the health screening process, and data will be held for 30 days.
 - ii. This Google doc form is a digital tool organized to screen COVID-19 and symptoms of employees and other people entering the facility.
 - iii. It uses simple questions and records daily temperatures.
 - iv. It's a web based tool that allows us to gather information that will help us assess the health of everyone entering the building, and provide contact information if contact tracing

becomes necessary if an employee or a visitor is exposed to COVID-19 or develops COVID-19 symptoms.

4. Any employee with a temperature of 100°F or higher will be asked to return home, notify Audra Johnson, HR and monitor their health.
5. Any employee who has COVID-19 symptoms or has been exposed to COVID-19 will be asked to go home, notify Audra Johnson, HR. They are asked to contact their health care provider, self monitor, and to return to work only after being cleared to return by their health care provider. Employees who are ill need to work with Audra Johnson, HR to determine when they can return to the campus. Audra will work with the Minnesota Department of Health for assistance in making this determination. Generally, employees will be asked to quarantine at home for 14 days if they are positive for COVID-19 or have been exposed, or someone in their family / household has been exposed.
6. Wash hands with soap and water upon arrival at The Basilica and frequently while in the workplace. Hand sanitizer will also be readily available.
7. Practice social distancing of 6ft or more.
8. Wear face masks at all times while on The Basilica campus, unless you are in a private office that is not used by others. Any employee who is unable to wear a mask for medical reasons should contact Audra Johnson.
9. Avoid in-person meetings and continue to use video or telephone even when participants are on the campus.
10. Disinfect areas where you are working on a frequent basis, especially flat surfaces and areas touched (e.g. doorknobs, light switches, handles, keyboards, phones). Always disinfect restroom areas after use. Disinfecting cleaning supplies that satisfy EPA standards will be readily available in various work, office and public areas. If supplies are needed contact Dave Laurent, or maintenance team members.
11. Assist with new reception / greeting processes (outlined later in this plan.) Limit any in-person meetings to one-on-one type meetings, which shall be held only if absolutely necessary. Also assist with new procedures for the sandwich and coffee ministry following guidelines for employee and guest safety and health.
12. Only people with specific appointments are invited to enter campus buildings and employees should communicate our expectations in advance. Introduce guests to Basilica procedures which include:
 - a. Wearing face masks; if they don't have face masks, they will be provided.
 - b. Asking them to sanitize their hands.
 - c. Taking their temperature; if they have a temperature of 100 or over, they will be asked to return home, and monitor their health.
 - d. Sharing their name and contact information including a phone number and an email.
13. Staff will submit names and contact information to The Basilica receptionist in advance for anyone with appointments to come onto the campus (including phone number and email, and company for vendors).
14. The Rectory Receptionist will maintain a log of any visitors, vendors, and volunteers who come into our campus buildings, including the date and time of their visit, their name(s), contact info and who they are visiting. This information is being recorded in the event someone becomes ill and contact tracing is necessary by The Basilica for the protection of its staff and visitors.

Health screening of all employees and policies for employees exhibiting signs and symptoms of COVID-19

The Basilica of Saint Mary encourages all staff that can work from home to continue to do so.

Staff members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff's health status prior to entering the workplace and for them to report when they are sick or experiencing symptoms.

Staff are asked to notify their supervisor(s) and Audra Johnson, HR if they are sick, experiencing symptoms while at home, or if a member of their household or someone they have been in contact with has developed COVID-19 symptoms.

If a staff member or volunteer becomes sick or experiences symptoms while at The Basilica, they will be isolated in their own office, or if they have no office, in the 2nd floor St. Clair Room, and sent home to self monitor their health, encouraged to contact their health care provider, and asked to stay in touch with Audra Johnson, HR about their health.

Health Screenings will be required for all staff coming to work on The Basilica campus. Per CDC guidelines, the following health screening questions will be asked and the data collected will be protected under the Americans for Disabilities Act. If an employee answers yes to any of these questions, they will be sent home.

- A new fever (100°F or higher), or a sense of having a fever?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- Chills?
- New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- Loss of sense to taste or smell?
- Have you been in close contact with anyone with known, or probably COVID-19?

Note: this list is not all inclusive. Other less common symptoms have been reported, including nausea, vomiting, or diarrhea. As new symptoms are identified by the CDC and the MDH, the list above will be adjusted.

- 6 infrared non-contact thermometers are available (in Rectory Reception and in the Sacristy) plus one touch forehead thermometer are available at The Basilica. We will determine if more are needed when the church reopens for worship.
- The Basilica Receptionist will record results electronically using the Google docs form developed for this purpose. A similar form will be used to screen Mass and other event attendees. The goal of the health screening is protect the health and well-being of employees, volunteers, and visitors.

The Basilica asks that staff stay at home when they are sick, when household members are sick with any COVID-19 type symptoms, if exposed to someone else with COVID-19, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees with underlying medical conditions or who have household members with underlying health conditions are encouraged to continue to work from home if possible.

The Basilica provides paid sick leave in accordance with applicable laws. If you have questions related to leave time, please see the employee handbook or contact Audra Johnson, HR.

In the workplace where exposure to COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting employees and others. The Basilica will inform staff if an employee or their household member has tested positive for COVID-19, without disclosing any identities.

COVID-19 cases reported to HR will be kept confidential and limited to HR, the Managing Director, and Pastor. A private HR log will be kept to track infections, quarantine dates, and help with contact tracing.

An employee that has tested positive for COVID-19 will be asked to provide a list of individuals they came in contact with at The Basilica over the past 14 days. Employees that had close contact will be notified and asked to stay home and self monitor for 14 days. This process will occur in consultation with the state health department when feasible.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Staff is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon arriving and before departing from the campus, prior to and after any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands immediately or use hand-sanitizer immediately upon entering the facility. Hand-sanitizer dispensers (that have greater than 60% alcohol) are also available for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

All restrooms and kitchens have soap and hot water available. Hand sanitizer dispensers are available:

- Entry to the Rectory
- Entries to the Church
- In all public meeting rooms
- Entrance to Cowley Center
- Entrance to the Basilica School

All stand alone non-touch sanitizer stations will be monitored to insure that dispensers are full and available at all times for use by staff, vendors, guests, and volunteers in high traffic locations. Bottles of hand sanitizer are available for use in private offices, and other rooms through out the campus. Maintenance will order supplies of hand soap and hand sanitizer for use in all restrooms and kitchens for their use and safety.

Respiratory etiquette: Cover your cough or sneeze

Staff, volunteers, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face (in particular their mouth, nose, and eyes) with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all.

Staff will be oriented to these new instructions prior to their return to work on the campus.

Any staff member with visitors is responsible for instructing guests or volunteers on these requirements. Posters will be put up at building entrances, in all kitchens, restrooms and public spaces, and in any waiting spaces.

Increase social distancing: Staff should be at least six feet away from each other

Basilica staff that can continue to work from home will be encouraged to do so.

Social distancing is being implemented by having staff come in only when absolutely necessary and working in their individual offices or in separate areas of the campus for staff like our maintenance team. All staff will not be on site at one time, and small meetings will be limited to large rooms where people can maintain the required social distance. Virtual meetings are encouraged. Four Zoom accounts are available for staff and volunteers use.

Staff will be encouraged to eat lunch in their office or to use rooms where social distancing is possible like the Rectory Dining Room or the Wagner Room in Cowley Center.

Masks and gloves will be provided to staff that don't have their own supplies.

In person meetings and gatherings are discouraged through the summer. If there is an urgent need to meet, these groups will be limited to small groups (under 10 in large spaces that allow for required social distancing), but these meetings are discouraged at this time.

Virtual meetings are encouraged and remain our goal throughout the summer.

These policies will be revisited regularly as more information becomes available about COVID-19.

Increase physical space between staff, volunteers, visitors and vendors, such as using partitions, and step up cleaning and disinfecting throughout the campus.

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, interior and exterior doors and handles, light switches including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Our regular maintenance staff will disinfect all high traffic areas using a CDC/EPA approved disinfectant specific to killing viruses. In the event of a worker diagnosed with COVID-19, an intense cleaning of all places the worker entered will be conducted. Their office will be closed and locked for three days prior to maintenance entering the room. Once the three days have elapsed, maintenance will completely disinfect all surfaces, floor, desk, phone, chair, etc., and the office will remain closed.

Worker Hygiene and Source Control

1. Staff will be encouraged to regularly wash their hands with soap and water throughout the day. Handwashing and hand-sanitizer facilities are readily available and stocked.

2. The Basilica will provide recommended protective supplies, such as non-medical cloth and non-surgical facemasks, gloves, disinfectant, faceguards, and eye shields, as needed for a staff member's job. Maintenance staff will receive face masks and gloves daily and protective coveralls (on order).
3. Handwashing and "cover your cough" signs have been posted at building entrances, in all kitchens, restrooms and public spaces.
4. Non-medical cloth masks will be required for staff, vendors, and visitors when in hallways, common spaces, or in a group meetings. If a visitor or vendor does not have a mask, one will be provided.
5. Cooking food on-site and sharing by staff and guests is prohibited at this time. Staff is allowed to reheat food in microwaves but is asked to wipe down surfaces, handles, and buttons, with cleaning supplies before and after use.
6. Only 1 person or family may use the elevator at the same time.

Cleaning and disinfection protocols

Basilica Maintenance Team members and anyone in "high touch areas" will be provided with masks and gloves.

1. Maintenance team members will routinely clean and disinfect all areas, such as bathrooms, common areas, conference rooms, kitchens and copy/work rooms, shared electronic equipment, machinery, tools, controls, etc. as described below. At least daily, clean all high touch items (door knobs, doors, handles, light switches, surfaces, tables, etc.)
 - Interior and exterior doorknobs and light switches
 - countertops
 - drawer and cabinet handles
 - desks
 - phones
 - keyboards
 - copiers and printers
 - toilets, faucets, and sinks
 - microwaves, handles, controls, door
 - refrigerators, handles controls, door
 - touch screens
 - TVs and remote controls
2. Ensure availability of hand sanitizer and approved cleaning products.
3. Liturgy staff will thoroughly sanitize all microphones after each liturgy and the areas around them (pulpit, for example and corporals). This includes microphone heads and foam coverings. There are wipes and hand sanitizer available in the pulpit for use.
4. Maintenance staff will make sure that the ventilation systems are operating properly. The ventilation systems will be in operation before, during, and after all liturgies and in all other campus buildings. New HEPA filters have been installed in all campus buildings. Our vendor, Howowitz has check over the Heating / Ventilating / Air Conditioning (HVAC) systems to insure proper ventilation, maintenance and air flow. Outside air will increase into the air flow, while running the systems longer to filter out contaminants. The

HVAC system has a flush cycle on the controls and the system has been rebalanced to provide negative air pressure. All though increasing outside air will help, we cannot completely eliminate all air recirculation.

5. To sanitize pews, maintenance staff will be using Final Step 512 Sanitizer by Diversey, with Ammonium Chloride. There will be Clorox Bleach Free wipes at work stations, mail room and traffic areas. In addition, we will use BETCO disinfectant spray with Ammonium Chloride, RTU Kills COVID19 H1N1. Lysol Disinfect Spray with Bleach kills 99.9 germs.
6. Staff will clean and disinfect their own offices. They are asked to put their trash and recycle bins outside for collection by maintenance.
7. If a worker becomes ill, after they depart for home, maintenance will lock the individual's office and wait three days before entering to decontaminate. Maintenance team members with proper protective gear will decontaminate the workplace of a worker who becomes ill with COVID-19.
8. All staff are asked to assist and to clean and disinfect areas where they work. (if you touch it, clean it)
9. All management, staff, and volunteers who come onto the campus will be trained in these protocols.

Messaging and Communications

Key messages for communicating this plan include:

- Stay at home if you are ill or if you've experience possible exposure to COVID 19.
- If you come to The Basilica, we want you to stay safe and healthy.

Plans, timelines and messaging are being developed to communicate this plan to staff, volunteers, parishioners and vendors and any ministry participants that might be invited to the campus during the pandemic.

- Fr. Bauer will communicate about this plan in his Fireside Chat videos that are emailed and posted on mary.org.
- An instructional video for those who want to attend Masses is being prepared, and will be distributed prior to reopening for public participation.
- Information will be emailed, included in E-Newsletters, and mailed to those without e-mail addresses.
- The Basilica's Preparedness Plan and the CDC directives will be posted on mary.org.
- Staff will be asked to share information with their volunteer groups and ministry participants.
- As The Basilica reopens, the bulletin and newsletter will move from electronic distribution back to print publications distributed at Mass and through the US mail. The printing process requires deadlines for staff submissions will return to the previously scheduled print deadlines for the weekly newsletter and Basilica bulletin.

Staff Communications and Training

This Preparedness Plan was communicated to Basilica staff in draft form **on May 12, 2020** by email and by printed copy in their “in boxes” for those without Basilica email on May 13, 2020. The draft plan was reviewed at an All Staff “zoom” meeting on **May 14, 2020**, and reviewed by staff departments.

This Preparedness Plan was communicated to The Basilica Parish Council and Finance Committee on May 15 in their meeting materials and discussed at their joint May 20, 2020 and on June 17, 2020.

Following new federal, state and local guidance and instructions during late May, this plan was again reviewed on May 27, 2020 and updated in late May and a **final copy of the Preparedness Plan was distributed to The Basilica staff June 18, 2020** by email, and by printed copy in their “in boxes” and mailed as needed for those without Basilica email. Staff will be asked to sign for receipt of the Preparedness Plan, and indicate that they have read and reviewed it. The signed receipts will be retained by Audra Johnson, HR.

Any staff planning to return to work on The Basilica campus must participate in training via Zoom with Audra Johnson or Terri Ashmore to review the new health screening expectations and cleaning protocols and participate in a Q & A session. The training on cleaning protocols is the “COVID 19 and the Safe Workspace – Return to Work Safely with CDC and OSHA best Practices” webinar. The training/webinar is 15 minutes long and it’s available on demand. Staff will receive a “Healthy Workspace Practices during COVID-19” certificate and a set of resources for future reference after completing the training.

If staff doesn’t have face masks, they will be provided.

Staff will be asked to use the Outlook calendar (as always) to schedule use of space, and to notify Dave Laurent about any cleaning / disinfecting needed when events or meetings are concluded. Staff will be asked to assist with cleaning and disinfecting of spaces they have used.

Managers and supervisors are to monitor how effectively the Preparedness Plan requirements are being implemented by doing regular check ins at least weekly at Zoom / in person meetings and to ask staff to report on how plan implementation is going at weekly staff department meetings.

Staff Directors will report in their regular Full Executive Team meetings about how the Preparedness Plan is being implemented and raise any issues that need to be addressed to improve safety for Basilica staff, volunteers, and visitors. Management and staff are to work through this new program together and update the training as necessary.

Rectory / Cowley Reception Area Processes for Reopening Gradually

1. All people must call ahead before coming to Rectory / Cowley. Guests coming for Mass/Liturgy purposes must pre-register and enter through the designated church entrance. Only people with appointments will be invited into the Rectory / Cowley. No loitering or socializing will be allowed.
2. All guests, volunteers and vendors with an appointment will be asked to sanitize their hands and must be wearing, or will be offered a mask. Staff will provide advance notice to Rectory Reception of any visitors

with appointments and provide their names, contact info including telephone number, email, arrival and departure time, date, and who they are visiting.

3. All guests and vendors must check in with the Rectory Receptionist to ensure The Basilica has all the needed contact information including phone number, email, time / date of campus visit, who they are visiting. Receptionists will maintain in this information in the health screening Google Form.

All volunteers, visitors and vendors will be asked to have their temperature taken and to participate in the health screener questions. If they refuse, have a temperature of 100 or over, or indicate that they have any of the symptoms on the health screener, or have recently had close contact with known or probable COVID 19 case, they will be asked to leave immediately.

Previous visitor log stations will no longer be used to eliminate multiple people touching pens, paper and podiums.

4. For the time being, in person meetings are discouraged unless absolutely necessary. If any small meetings are being held, the staff host is asked to be on Rectory / Cowley first floor to welcome guests, provide instructions regarding all safety procedures that are to be followed including hand sanitizing, taking temperatures, health screening, and wearing face masks.
5. Only 1 person or family may use the elevator at a time.
6. No donations of food will be accepted at this time unless pre-approved. No other clothing or hard good donations will be accepted at this time. Kris McBride has the responsibility to coordinate any food donations and to accept or decline them.
7. All staff will be asked to put in practice a policy –“If you touch it, disinfect it.” All staff will be asked to assist with sanitizing and disinfecting areas they touch (e.g. Mail Room, Copy Room, kitchens, door knobs, light switches).
8. All surfaces in and around reception areas should be sanitized at the start and end of shifts by the Receptionist. Face masks and gloves will be available.

Physical Changes to Reception Area

Signage will be posted at the Rectory and Cowley entrances explaining the new safety protocols and health screening requirements. Signs address hand sanitizing, taking temperatures, providing contact info, and wearing face masks. Messages will include:

- Entry by Appointment Only
- St. Vincent de Paul Outreach is not in session, but assistance and resources are available by calling the Rectory Office at 612-333-1381.

- In entry hallway: Please sanitize your hands. Masks are required. Check in with Receptionist to have your temperature taken, participate in the health screener questions and share your contact information.

In Rectory

- Reception Desk is closed off with no traveling through by others.
- Glass windows and office doors will be closed to protect Receptionist.
- Staff In / Out Board has been relocated to the top half of the Dutch door for easy access, and sightline for Receptionist.
- Waiting Room – will be limited to 2 chairs, and guests from one household only.
- Small Rectory Conference Room will be reserved as a second waiting area with limited seating and should not be used by staff for any other purposes.

In Cowley

- All the same rules apply.
- Arrange to have guests with appointments seated in entry hall. Use Berntsen or Dease as a backup to keep groups separate.
- Create SVdP signage (sidewalk sign) to direct people to outreach help.

Still to be determined:

- Mail Room procedures.
- Back door ministry: a kitchen window insert / shelf is in the works to offer distancing for handing out coffee/food through the window. Anyone in a wheelchair will be accommodated at the back door.

Considerations and a Plan to Reopen for Public Masses

During this time the obligation to attend Sunday Mass continues to be lifted by Archbishop Hebda.

We will continue to livestream daily and 9:30 a.m. Sunday Masses. To protect people's health and well-being, we encourage people in vulnerable categories to participate in Mass via livestream.

These are initial protocols and procedures which we will adapt as the situation changes.

In mid July 2020, we will invite a limited numbers of people to attend daily Mass at 12:00 noon celebrated in The Basilica. We will also resume group infant baptisms and confirmations alternating on the 2nd and 4th Sundays of the month. We will evaluate how this goes before we start the celebration of Sunday Mass with guests.

Date for the start of Sunday Mass with guests is yet to be determined. During this time, only paid staff will participate in assisting with the Masses, and this will be continue to be reviewed on a regular basis as the pandemic evolves.

Our protocol will be very clear and precise and we need to commit to it.

Weekday Masses

- The Holy water fonts will remain empty and no literature will be available in the racks.
- People will be asked not to light candles.
- Parish leaders have determined that a capacity of approximately 120 people will be used for initial public Masses to for observing social distancing. Initially, Mass attendance will be limited to 120 people. This number may be adjusted in the future. The Basilica will follow state guidance for the number of attendees allowed and this number may change as COVID-19 evolves.
- In order to attend Mass, people will have to pre-register through our website or call the Rectory Receptionist to pre-register and be put on the list during our open hours.
<https://mybasilica.mary.org/netcommunity/weekday-mass-test-page>
Note: As of June 22, 2020, the Rectory is staffed from 9:00am to 3:00 pm – these hours will be gradually expanded.
- Daily Mass pre-registration will open at 1:00pm the day before the actual Mass and close 1 and ½ hours (at 10:30am) before the actual 12:00 noon Mass. Form is here: <https://mybasilica.mary.org/netcommunity/weekday-mass-test-page>
- Access to the church will be 20 minutes before Mass begins (11:40am)
- People will enter through the St. Anthony accessible entrance on the East side of The Basilica.
- Two staff members wearing face covering and eye protection will be at the door to conduct health screenings and confirm guests' registration, while observing social distancing. One additional person will be present as pastoral support. Another person will be in the church assigning seats to our guests.
- For their safety and that of others we will ask guests
 - to allow us to take their temperature and participate in a health screening
 - to confirm their registration
 - to sanitize their hands upon entering The Basilica
 - to wear their mask throughout Mass
- Guests will only be able to sit in clearly marked, designated spots throughout The Basilica. They will be asked to go their pew directly upon entering.
- If a household wants to attend together they will have to register the number of people attending (all from the same household). There will be reserved seating in front of the pulpit for families.
- No bathrooms will be available except for emergency situations. The Sacristy bathroom will be used for that purpose.
- Distribution of Holy Communion will be at the end of the Mass. For the reception of Holy Communion:
 - Distance markers will be put on the floors in the aisles.
 - Sanitizing stations will be set up near the communion station so guests can sanitize their hands before going to communion.
 - Guests will be asked to wear masks while going to communion.
 - Guests will be asked to walk up to communion using the center aisle only.
 - Those seated in the outer sections will have to walk to the back of the church using secondary aisles in order to walk to the front in the center aisle.
 - A spot will mark where people stand to receive communion.

- In addition to the celebrant, a second person will hand out communion.
 - Communion ministers will sanitize their hands before Communion.
 - Communion ministers will wear masks while distributing Holy Communion
 - Communion ministers will stand on the green marble step to give out communion
 - Communion will only be received in the hand
 - Should someone present themselves wanting to receive on the tongue the communion ministers will sanitize their hands after giving communion
 - Guests wear their masks till they step away after receiving communion. Then they consume the host.
 - Communion ministers and guests sanitize their hands after communion.
- After Holy Communion, the Mass is ended, and people are asked to leave the church immediately.
 - Two exits will be used. People will leave through the accessible door on the east side or the Mary Garden door on the west side. Staff members will orchestrate this orderly departure, and hold doors to minimize touching by guests.
 - Guests will be asked not to socialize on The Basilica Campus.
 - After Mass the places where people sat as well as the doors used for entering and leaving will be sanitized.

Sunday Masses

- We will initially celebrate at 9:30am only, and this Mass will be livestreamed.
- If we sense that more people want to attend we can offer more Masses.
- The same restrictions observed for weekday Mass will hold on Sunday.
- During the pandemic, music will be changed to require minimal congregational singing. We will discourage people from singing and leave the singing up to our professional singers for the present time.
- We will announce beforehand when the registration for Mass will open.
- Worship aids
 - Will be available electronically so people can print them out at home or use their electronic device.
 - Will be made available for each Mass.
 - Will be spread out on a long table so guests only touch one booklet.
 - Will be recycled after each Mass and not reused.
- A collection box for contributions will be placed at the entrance of the church with a clear sign, and be staffed by an On Site Manager. A second staff person will accompany the emptying of the collection box and securing the collection.

Wedding Protocol During Pandemic

Although Governor Walz has relaxed the restrictions on religious ceremonies, our pastor and parish leadership will continue to review the COVID-19 statistics to determine if gatherings will be allowed at The Basilica, and the size of groups with a goal of safety for all. Weddings at The Basilica will follow specific restrictions.

- The number of guests at your wedding cannot exceed 50. (This number does not include the priest or musicians.) These limits may change as the pandemic evolves. A list of guest names /contact information must be submitted one week prior to wedding date. Only those people on this list will be allowed to enter. Guests should arrive no later than 30 minutes before the service so there will be ample time to complete a required health screening. Guest lists and health screening information will be retained by Mark Wyss, Liturgy Department for 30 days. Guests will not be admitted to the service once it has begun.
- All guests are asked to wear face masks and to come to the front door of the Reardon Rectory located at 88 N. 17th Street. After ringing the bell they will be welcomed by a staff member. Their names will then be checked off the guest list the couple provided. Guests will be asked some brief health screening questions. Their temperature will then be taken with an infra red “no touch” thermometer. If their temperature is 100 degrees F or above they will not be admitted or if they have been exposed to COVID 19 or have symptoms, they will not be admitted.
- After sanitizing their hands, guests will be escorted by Basilica staff to their seats in church. Prior to the wedding, The Basilica will provide a church floor plan with numbers of available seats so the couple can decide where everyone will sit observing social distancing. When assigning seats, only those who live in the same household should be seated together. Guests are to stay in their seats throughout the service. That includes the wedding party.
- The wedding party can arrive one hour before the Wedding to allow time for photographs.
- It is recommended that everyone arrive in their wedding attire. The Basilica’s bride’s and groom’s rooms are temporarily closed. If needed, you will have access to two small conference rooms in the Rectory. While it is possible to change there, the rooms are not set up as dressing rooms. Only the one restroom between the Sacristy and Rectory will be available for use.
- For the time being the roles of ushers, gift bearers and Eucharistic Ministers will be honorary. A lector or lectors of your choice are welcome to proclaim the reading(s).
- If wedding is being celebrated within the context of Mass, at the time of Holy Communion, guests who are receiving the Eucharist are invited to come forward wearing their masks using the central aisle, and forming a single line. The markers on the floor of The Basilica will indicate safe distancing. As they pass the first pew they will be asked to sanitize their hands using the available dispenser. Then, standing on the distance marker they will extend their hands to receive Holy Communion. They will step to the side, lift their mask and consume the host, and put their mask back on before returning to their pew.
- At the end of the service the newly-wed couple will process out followed by wedding party and guests using the center aisle while observing social distancing by using the markers on the floor. Once they arrive at the baptismal font they will turn to the right (west) and walk to the outer aisle returning to the Rectory where they will exit. If you would like, you can walk to the steps of The Basilica for a group photograph while the bells ring. In inclement weather they can walk back to the Sanctuary for this photo.

Funerals

- Only 50 or under funeral attendees will be allowed. This number may be changed as the pandemic evolves. (This number does not include the priest or musicians.)
- Families will have other options as well. We will conduct a small graveside service now, and families will have the option to schedule a memorial service when gathering is permitted.
- All protocols listed above for weddings will be adapted / followed for funerals

Confessions

Confessions will continue to be by appointment only.

Sacrament of the Sick

Requests will be handled on a case by case basis by Wendy Caduff and Fr. Bauer.

Choral groups

Due to the documented health issues with transmission of COVID-19 with choir rehearsals and singing, only a limited number of paid staff will be allowed to sing at Mass at the present time. Six feet social distancing is inadequate for singing. We anticipate that choral volunteers will be one of the last groups to return because of the serious health risks for singers.

Johan van Parys, Teri Larson, and Walter Tambor will determine who is selected to provide music and how rehearsals and music at Mass will be conducted safely.

St. Vincent de Paul (SVdP) / Outreach

SVdP will move to all virtual volunteer opportunities. In person daily outreach will not resume at this time. This will be reconsidered regularly as more is learned about COVID-19. Because of the contact and time spent together, Pathways will be one of the very last in person ministries to come back to campus.

Staff and ministry leaders will monitor community needs and determine how best to continue to offer outreach and address identified priorities.

Families Moving Forward (FMF) will not happen on The Basilica campus during the summer of 2020, however, participating families are being put up in hotels. Staff will work to find volunteer drivers, who have gone through all the needed Virtus /other required approvals, to deliver purchased food to hotels for families. For the fall and winter, The Basilica is committed to supporting FMF for up to 3 weeks per year. The Basilica will either provide space for families to stay in the church, or if leaders determine this is not safe due to COVID-19, The Basilica will assist FMF with putting families up in hotels.

Align Mpls (formerly Downtown Congregations to End Homelessness) is also moving to virtual support, and will be focused on rent support. The Basilica will participate in this work virtually and Christian Life staff will manage the collection and copying of any needed paperwork.

Basilica Obligations for Volunteer Re-Engagement

Just as volunteers have obligations for the safety and well-being of themselves and others, The Basilica has an obligation to its volunteers, staff and other constituents to be prepared as much as possible before re-engaging volunteers and other people on campus. It is also important to establish criteria to help decide what is reopened versus what is kept virtual.

Plan for Volunteers to Return to Basilica Campus

To protect the health and well-being of our staff, volunteers and guests, in general volunteers will not be invited back to the campus at this time. We anticipate that this will continue through the summer months. This policy will be revisited regularly as more is learned about COVID-19.

The Basilica is limiting and not hosting in-person volunteer activities or events through at least August 2020. Should a ministry or group want to hold in-person activities during that time, staff need to apply for an exception and complete an online form for review if they want to bring volunteers back to the campus or have volunteers participate in off campus volunteer activities. This must happen prior to inviting any volunteers.

The proposal must address why the ministry has to be done in person. It also must outline how social distancing will be maintained and how cleaning and disinfecting will be conducted.

For clarity, a "Basilica activity" is defined as having **any** of the following characteristics:

- Involving Basilica staff in any way for the planning/execution.
- Using Basilica communication tools and/or lists (Facebook groups/pages, distribution lists, etc.).
- Where the invitation list is exclusively/primarily a Basilica ministry or group.

To apply for an exception, staff needs to use one of the forms below. The forms are due on Wednesdays at 12noon for Staff Directors review on Thursday morning. Forms to submit an exception request:

- For an on-site activity: <https://forms.gle/MuE1QNASa5J1zT3p9>
- For an off-site activity: <https://forms.gle/Q2QFRLM1zmuvFZaP6>

PDFs of these forms are also available, but please submit your request via the online link above. Any questions about the online form should be referred to Melissa Streit, Director of Engagement. These requests will be handled on a case by case basis, and must offer plans for social distancing and adherence to The Basilica's health screening requirements to prevent the spread of COVID-19. Proposals will be reviewed by the Staff Directors and Fr. Bauer will make the final decisions.

If a ministry's volunteers or participants are approved to come back onto the campus, each volunteer will be asked to sign an augmented Volunteer Code of Conduct that includes a waiver and go through an orientation about health screening and hygiene practices prior to returning to volunteer on the Basilica campus.

Some considerations before re-engagement of volunteers / ministry participants on the campus include:

- 1) Availability of adequate physical space for volunteer / ministry meetings or workspace to accommodate proper social distancing.

- a) We may need to set room capacities (e.g. no more than 6 people in the Rectory Conference Room, no more than 8 people in the Dining Room)
- b) This may mean that just a few rooms are available for groups of 10+, such as Teresa of Calcutta Hall, and the church.
- c) Meetings should be kept to the shortest duration feasible to accomplish the necessary purposes.

Note: Similar to our experience with our Zoom accounts, we may have a “rush” on these larger spaces and that could affect the ministries we are able to re-engage. Some ministries may need to stay virtual for longer because there aren’t adequate spaces to allow for proper social distancing.

- 2) Supplies, staffing and commitment to keep facilities clean between meetings / activities, and to provide cleaning supplies available for each space.
 - a) Hours of operation determined to be prudent with overhead costs.
 - b) The number of interested volunteers may exceed the number of actual volunteer opportunities as people are excited to re-engage.
- 3) How do we determine who can volunteer?
 - a) Need to make every effort to be fair, equitable and transparent in ways and methods used as volunteers are placed in volunteer roles.
 - b) Basilica Management is supporting virtual volunteer ministry but in person ministry is on hold through the summer months for the health and well-being of our staff, volunteers and visitors.
- 4) We commit to provide virtual opportunities for volunteering throughout all phases of this pandemic. This is especially important if / as we invite vulnerable populations to stay at home and refrain from in-person volunteering. Staff are asked to take the items listed below into consideration:
 - a) Share resources and ideas for effective virtual ministry
 - i) What are others doing that could be replicated?
 - ii) Software and apps (Flipgrid video sharing, others)
 - iii) Use The Basilica “All Staff” meeting for sharing and best practices discussion
 - b) Prepare and plan now for the possibility for a second wave of the pandemic later in fall.
 - c) Provide clear directions and expectations for
 - i) Staff
 - ii) Volunteers
- 5) Ministries that work with the public (SVdP, Pathways, etc.): We anticipate the need to have these ministries come back later than ministries that meet with “closed” groups or consistent participants.
- 6) Guidelines/expectations for gatherings that are to be held later in the summer (August and beyond) will be determined as needed. Summer activities that have been cancelled include: (Note: this is not a comprehensive list)
 - i) Summer Art and Music Immersion Camp for children and youth
 - ii) Habitat for Humanity Summer Build
 - iii) Cathedral Choir Retreat
 - iv) Fall Festival

v) Basilica Nursery

Decisions will be needed about: “To Be Certain of the Dawn” Oratorio, fall child and teen learning programs. Staff will identify any other activities that require in person gathering. A decision timeframe will be identified for each of these activities.

Volunteer Code of Conduct

“At this time, as indications emerge for a way out of quarantine, we pray that the Lord will grant us the grace of prudence and obedience to these indications, so that the pandemic does not return.”

- Pope Francis via Twitter, April 28, 2020

As an addendum to the general Basilica Volunteer Code of Conduct during the extraordinary time of this COVID-19 pandemic, volunteers coming to The Basilica campus are required to adhere to additional standards and protocols for the safety of all persons on campus and for the common good. These prudent actions are at the very heart of our mission to seek the well-being of our city and parish community.

Assess Suitability for In-Person Volunteer Ministry

Anyone not comfortable with in-person volunteerism for any reason-should not volunteer during this extraordinary time, or may want to explore ideas for virtual ministry. Everyone has different parameters and standards for their personal safety in these unprecedented times, and volunteers may opt out of any service for any reason. We respect your personal decisions and honor your safety decisions.

For your own personal safety, we recommend anyone at high risk for severe illness from COVID-19 refrain from in-person non-virtual volunteer ministry at this time, with our deep gratitude and utmost respect.

The Centers for Disease Control and Prevention (CDC) has identified the following high-risk conditions:

1. Persons of any age with underlying medical risk factors, particularly if not well-controlled, including but not limited to:
 - chronic lung disease,
 - asthma,
 - diabetes,
 - heart condition,
 - kidney or liver disease,
 - severe obesity, or
 - anyone who is immunocompromised or receiving treatment for cancer.
2. Persons living in a nursing home or long-term care facility.
3. Persons over the age of 65.

To protect the safety and health of others, including employees, volunteers and visitors to The Basilica with any of the following circumstances must not volunteer in-person:

1. Persons who have tested positive or diagnosed with COVID-19 (until medically cleared per public health guidelines.)
2. Persons with any symptoms of COVID-19, including:
 - cough,
 - chills or fever of 100 degrees F or more,
 - shortness of breath or difficulty breathing,
 - loss of taste or smell,
 - sore throat,
 - fatigue or muscle or body aches,
 - headache,
 - congestion or runny nose,
 - nausea or vomiting, or
 - diarrhea.
3. Persons who have had close contact in the past 14 days with a known or suspected case of COVID-19.

Thank you for observing these restrictions and helping us keep our community safe.

Expectations for In-Person Volunteer Ministry

Any volunteer serving The Basilica through in-person non-virtual ministry agrees to the following standards for all personal interactions:

1. Volunteers (and any other guests entering buildings on campus) will sign in and out electronically for possible contact tracing efforts if needed in the future.
2. Volunteers are on campus (including any Basilica buildings and surrounding outside grounds) for scheduled volunteer activities only. Using Basilica spaces for socializing is not currently permitted, even outdoors.
3. Volunteers agree to have their temperature taken by the Rectory Receptionist or designee upon arrival, and will excuse themselves from service if temperature is at or above 100 degrees F.
4. Volunteers will remain at least six feet away from any other person while on campus.
5. Volunteers will wear face masks at all times.
6. Volunteers will wash their hands/use hand sanitizer frequently, especially after touching their face, coughing/sneezing, etc.
7. Volunteers will exhibit respiratory hygiene, including coughing and sneezing into elbow or handkerchief.
8. Volunteers will be attentive to the surfaces and items they touch, keeping physical contact to a minimum as much as possible.

9. Volunteers will alert staff to any concerns or areas in need of cleaning.
10. Volunteers understand that each person has different parameters and standards for personal safety, and will respect the wishes of others for distance and caution.
11. Volunteers will articulate their concerns directly and compassionately, should another party infringe upon their personal comfort zone. Clear but caring communication is appreciated. (i.e. "I would appreciate if you would step back.")
12. Volunteers will accept redirection and concerns about personal safety with compassion and respect.
13. Volunteers working in-person but off-site from The Basilica (i.e. shelter meals, etc.) will adhere to all the check-in and safety standards of their volunteer site.

Reporting Misconduct

1. Please share with your volunteer supervisor, any Basilica staff person, or the receptionist on duty if you have concerns.
2. Staff will do their best to rectify the situation as quickly as possible.

Acknowledgement and Consent

I am a volunteer serving The Basilica of Saint Mary and have read this Pandemic Code of Conduct for Volunteers. I agree to abide by it. I understand that I may face consequences of discipline, up to and including removal from service and/or termination of my volunteer role, for violations of this Code.

Waiver of Liability and Assumption of Risk

Although The Basilica is taking precautions to minimize the spread of coronavirus, I understand that it cannot eliminate all risk associated with the pandemic and spread of COVID-19. I have reviewed the Pandemic Code of Conduct for Volunteers and understand my role in maintaining the health and safety of myself and others. Notwithstanding my efforts and the efforts of The Basilica, I understand that I may nonetheless contract COVID-19 and that it may lead to illness, serious harm and/or death. I voluntarily assume responsibility for these risks and release The Basilica, its officers, trustees, employees, agents and volunteers from all liability, claims, damages and loss arising from any exposure to COVID-19 during my volunteer service, including any liability arising from negligence by any party. This release and waiver is made on behalf of myself and any other person who has claims by or through me.

CODID-19 Volunteer Consent Form

Volunteer First Name*

Volunteer Last Name*

Email Address*

Phone Number*

I have read the above Volunteer Code of Conduct, have had the opportunity to consider their terms, and understand them. I execute this document voluntarily and with knowledge of its significance.

Approval

Yes

No

Please contact me to discuss further

*Required

Checkbox as your virtual signature*

Date (mm/dd/year)*

Submit

Messaging

Safely Welcoming You Back to The Basilica

The Basilica is our spiritual home – a place of welcome.

We want each person who enters the Basilica to feel safe.

The Basilica will follow all federal, state and local health and safety guidelines.

You will see new practices and policies when you return. The policies will continue to change in order to reflect official guidelines. At The Basilica we have also enhanced our regular cleaning practices.

All these new measures are to help you practice social distancing and stay healthy while at Mass.

Due to the pandemic, Archbishop Hebda has suspended the obligations to attend Sunday Mass. If you are in any of the high-risk categories, please do not attend Mass. Please participate via livestream from home to protect your own health.

Guidelines include:

- If you are ill, you should not attend or come to The Basilica campus. People with any COVID-19 symptoms (cough, fever, shortness of breath, etc.) or exposure to anyone with COVID-19 should not attend.
- Attendance capacity will be limited to insure social distancing and pre-registration will be required.
- Restricted access entrances/exits.
- Sanitize hands upon entering.
- Wear mask throughout Mass.
- Must allow Basilica staff to take temperature and participate in a health screening.
- Limit movement flow within the church.
- Practice social distancing – maintain distance of 6ft at all times.
- No bathrooms available.
- No food or beverages served.
- No passing of objects or physical contact between guests.
- No socializing after Mass.

Tactics: Timeline and specific messaging

- Staff email
 - Expectations about returning to work – Monday, June 1, 2020
 - Updated Preparedness Plan, and receipt – Monday, June 22, 2020
 - Any updates to Preparedness Plan as it is revised – TBD
- Parish Leaders email (Parish Council, Finance Committee, The Basilica Landmark Board)
 - Updated Preparedness Plan – June 22,2020
 - Any updates to Preparedness Plan as it is revised – TBD
- Parish email – TBD
 - details of re-open dates
 - registration requirements
- Fr. Bauer’s Fireside Chats
- Social posts
- Postcard mailing – date TBD
- Vendor email – June 11, 2020

This Preparedness Plan has been certified by Basilica of Saint Mary management and was posted throughout the workplace June 22, 2020. It will be updated as necessary.

Certified by:

Rev. John M. Bauer, Pastor

Theresa H. Ashmore, Managing Director

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

<https://www.cdc.gov/coronavirus/2019-ncov/php/faith-based.html>

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

<http://www.minneapolismn.gov/coronavirus/index.htm>

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze, masks

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

<http://www.minneapolismn.gov/news/WCMSP-224616>

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Individuals exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf