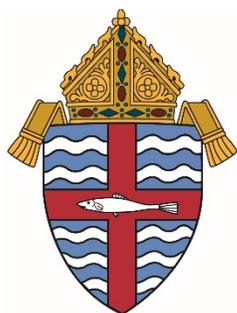




## Summary – Resumption of Public Masses in the Diocese of Madison

1. Summary of the Most Impactful Measures
  - a. The general Sunday & holy day of precept Mass obligation resumes Sunday, September 27, 2020
  - b. At-Risk Persons Should Stay at Home; Livestreamed Masses Still Available
  - c. Mass Attendance Limited to 75% of Occupancy Capacity with Physical Distancing
  - d. Hand Washing and Hand Sanitizing
  - e. Sanitizing of the Facility
  - f. **Strongly encourage wearing masks/distancing by unvaccinated (stricter civil orders apply)**
  - g. No Congregational Singing (but choral singing allowed with masks and physical distancing)
  - h. Communication/Signage/Mass Announcements/Ushers/Volunteers
2. Mandatory Items
  - a. Attendance limited to 75% of Occupancy Capacity Limit (subject to stricter civil orders)
  - b. **Obey all applicable civil orders for area (including wearing masks, distancing, etc...)**
  - c. **No vaccinated-only Masses, and no checking or requiring vaccination of Mass attendees**
  - d. Canonical Limit on Number of Masses Celebrated Daily by a Priest
  - e. No Wearing of Gloves for Distribution and Reception of Holy Communion
  - f. **Priests, Deacons, and EMHCs must wear masks for Distribution of Holy Communion**
  - g. Hand Sanitizing by Ministers Immediately Before Distribution of Holy Communion
  - h. Priest Must Refrain from Celebrating Mass If He Has or Shows Symptoms of COVID-19
  - i. Use of at Least One Usher
  - j. Sacristans and Ministers Wash or Sanitize Their Hands Prior to Beginning Work
  - k. **Ushers wear masks and chosen from those not at-risk**
  - l. No Congregational Singing (but choral singing allowed with masks and physical distancing)
  - m. Single Species of Hosts Only for Distribution of Holy Communion
3. Strongly Encouraged Items
  - a. At-Risk Persons Stay at Home (i.e., Strongest Possible Exhortation to the Faithful)
  - b. Continuation of Livestreaming of Masses
  - c. Hand Sanitizer Available for Use at the Church Entrances
  - d. Sanitizing of Facility (mandatory only in areas with government orders for such)
  - e. Signage that Masks are Required (in areas with mandatory masks but not mandatory signage)
  - f. **Wearing of masks by unvaccinated persons (mandatory only in areas with civil mandates)**
  - g. **Physical distancing by unvaccinated persons (mandatory only in areas with civil mandates)**
  - h. Removal/Non-Use of Pew & Gathering Space Paper Items Including Hymnals and Missalettes.
  - i. Removal of Furniture from Gathering Areas
  - j. Dismissal of the People Pew-by-Pew Starting with Those Closest to the Exit Doors
4. Encouraged Items
  - a. Remind the Faithful of Minimal Requirements for Reception of the Blessed Sacrament
  - b. Minimize Number of Entrances and Exits; Prop Open or Hold Open Doors
  - c. Use of Signage
  - d. Wearing of Masks by Ministers (except it is mandatory only in areas with civil mandates to wear masks, and it is mandatory for those who distribute Holy Communion)
  - e. Hand Sanitizer Available for Use Throughout the Church
  - f. Monitor and Sanitize Bathrooms by an Usher During Mass
5. Detailed Mass, Offertory Collection, & Holy Communion Guidelines Should Be Reviewed Independently



## **Guidelines for the Resumption of Public Masses in the Diocese of Madison in Relation to the Coronavirus Pandemic**

**Earliest Start Date: Monday, June 15, 2020**

**Document Updated: May 14, 2021**

*“While they were eating, Jesus took bread, said the blessing, broke it, and giving it to his disciples said, ‘Take and eat; this is my body.’ Then he took a cup, gave thanks, and gave it to them, saying, ‘Drink from it, all of you, for this is my blood of the covenant, which will be shed on behalf of many for the forgiveness of sins.’” (Matthew. 26:26-28)*

Given the lifting of civil restrictions in most counties of our diocese, some may ask why we are adopting a gradual approach to reinstating Masses with significant congregations present. The answer lies in the fact that COVID-19 cases continue to emerge in the state and there is still a very real danger of infection without adequate care; therefore, we want to be prudential in light of public health concerns. Our hope is that our elderly and at-risk faithful people will exercise prudence and not yet attend Mass, even with the reinstatement of the general obligation to attend Mass on Sundays and holy days of precept.

### **Attendance Guidelines**

1. **The Obligation to Attend the Holy Mass on Sundays and Holy Days of Precept** - The general obligation to attend Mass on Sundays and holy days of precept resumes on Sunday, September 27, 2020.
2. **At-Risk Persons Remain at Home** – The faithful who are in vulnerable categories are strongly encouraged to remain at home and not attend Mass due to health risk. The faithful who have COVID-19, show symptoms consistent with it, or have had contact with a person with a confirmed diagnosis of COVID-19, should self-quarantine and remain at home until cleared by medical professionals.
3. **Civil Regulations and Current Mass Attendance Limits** – All civil regulations, whether State, county, or municipal, must be followed, including limits on Mass attendance. Pastors are advised to monitor this situation closely. Currently, the Diocese of Madison policy is that Mass attendance is limited to 75% of capacity (total occupancy) of the church or any stricter local civil order, with capacity measured as established by the local municipality, with the additional restriction of maintenance of physical distancing (which depending on the layout of the church, may require attendance at even less than the 75% capacity of the church), along with following protective, personal sanitary, and facility sanitary measures. All of these measures apply equally to the rites of weddings and funerals as a faith-based service at a place of worship of a religious entity. Please note that in some counties or municipalities stricter limitations may currently apply to weddings, and funerals or related gatherings taking place as “mass gatherings” in public venues outside of faith-based services at places of worship of a religious entity (e.g., visitations at funeral homes, wedding receptions, etc...)
4. **Managing Limited Attendance at Mass** - Attendance at restricted-number Masses could be first-come first-served, or allocated by some other system (a rotation system based on the first letter of last names, an

online ticketing system like Eventbrite, etc...). The method chosen remains to the discretion of the pastor or parochial administrator. Other ideas for consideration include numbering pew positions and using a sign-in book for Masses (name and email) in case the need for contact tracing emerges if someone attends Mass who is later determined to have been COVID-19 positive.

5. Continue Live-Streaming Masses - Parishes are strongly encouraged to continue live-streaming Masses, especially for those unable to attend the Holy Mass. Continued live-streamed Masses may also be very helpful as part of the *Go Make Disciples* evangelization plan.
6. Reception of the Holy Eucharist - Because public Masses had been suspended for so long and Confession has been more difficult to access, it is encouraged to remind the faithful of the importance of the Eucharistic fast (canon 919), and the importance of receiving the Blessed Sacrament in Holy Communion only after confessing all grave sins of which they are conscious (canon 916).
7. Daily Number of Masses - The restrictions on the number of Masses celebrated by a priest each day, as allowed by the local ordinary, must be observed (see canon 905), even during a period of limited-attendance Masses. Most priests of the diocese have permission to celebrate the maximum number permitted by law: two Masses on weekdays and three Masses on Sundays and holy days.

### **Basic Health Guidelines**

8. Physical Distancing – Civilly-mandated physical distancing restrictions must be followed at all times. A pastor may still wish to consider every-other-pew congregational seating, but he is no longer required to do so as long as physical distancing of different household units is maintained. **Unvaccinated individuals of different household units should remain at least six feet (two arms' length) from each other. There is to be no checking of or requiring of vaccination for Mass attendance.** Members of a single household do not need to practice physical distancing with each other and may sit together. Pastors may wish to consider opening windows and allowing air circulation, as feasible.
9. Hand Sanitization - It is strongly encouraged to provide hand sanitizer at the church doors, and preferably throughout the church. Priests, deacons and liturgical assistants should wash their hands before the start of the Mass as they arrive at the church. Priests, deacons, and Extraordinary Ministers of Holy Communion are required to sanitize their hands immediately prior to the distribution of Holy Communion. The parish may additionally encourage parishioners to bring their own hand sanitizer to Mass.
10. Wearing Masks by the Faithful - **In accord with current public health recommendations, the unvaccinated faithful are strongly encouraged to wear cloth face coverings when in public, including when they come to church.** The parish may, but is not required to, have a limited number of disposable paper masks available for those who want a mask but didn't bring one. Such masks need to be disposed of properly and safely. Ushers must wear face masks, and should be chosen only if they are willing to do so and are persons who are not in an at-risk health category. **Persons should refrain from directly confronting individuals who are not wearing masks, since they may be vaccinated or suffer from a condition such as asthma that makes it prohibitively difficult to wear a mask. If the State of Wisconsin or a civil county mandates the wearing of masks in public, including in religious settings, then the wearing of masks by the clerics and lay faithful in that area at a religious service is mandatory only in that area, to the extent of the civil mandates.**
11. Wearing Masks by Clerics – **Priests, deacons, and Extraordinary Ministers of Holy Communion are required to wear masks at least during distribution of Holy Communion. It is left to the discretion of the priest or deacon to wear a mask at other times during the Mass, unless a State or county order mandates the wearing of masks during religious services.** If the State of Wisconsin or a civil county mandates the wearing of masks in public, including in religious settings, then the wearing of masks by clerics in that area at a religious service is mandatory only in that area, to the extent of the civil mandates for that area.

12. Sanitation Guidelines & Volunteers - The sanitation guidelines attached to this document should be followed. Commonly touched surfaces in the church are strongly encouraged to be regularly cleaned and disinfected, even after each Mass, as feasible and appropriate. Sanitation procedures will *require numerous volunteers*.
13. Infected Priests, Deacons, and Liturgical Assistants - Priests showing signs of infection (fever, cough, or other symptoms of COVID-19) must refrain from celebrating a public Mass and deacons should refrain from assisting at a public Mass for similar reasons, and arrange for a substitute cleric, as necessary. A priest or deacon who feels there is significant risk to his personal health is encouraged to do the same. Liturgical assistants (e.g. readers, EMHCs, servers) also should show no signs of infection, should not be coughing, and not be in an at-risk category. A complete list of symptoms is available from the Center for Disease Control at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
14. Confirmed COVID-19 Case in the Religious Facility – When a confirmed person with COVID-19 has been in the facility, parish staff should immediately contact local health officials and assess the risk. The parish staff should also contact the Diocese of Madison (e.g., the Office of the Vicar General). Such a case may lead to cleaning/disinfecting, contact tracing with local health officials, and possible short-term facility closure.

## Church Guidelines

15. Entrances/Exits - It is encouraged to minimize the number of entrances and exits to the church that are used for attendance at Mass. This practice may reduce the need to sanitize other entrances/exits and make it easier to count and control the number of attendees, but caution is advised since it could increase crowding at those few entry-points contrary to physical distancing requirements. Doors should be propped open if possible, so that people do not need to touch door handles. If that is not possible, they may be held open as people enter and exit. All holy water fonts should be emptied and cleaned.
16. Bathroom Usage – It is encouraged to monitor bathrooms externally for physical distancing and sanitation, through the positioning of an usher outside the door who could also briefly sanitize the bathroom after each usage. Given the usual duration of the Mass, bathroom access should be made available to attendees.
17. Signage – It is encouraged that signs be posted at the church entrances or in proper locations stating a number of possible important items:
  - a. The faithful who are in vulnerable categories (generally, those unvaccinated persons over 65 years of age or with underlying health issues, etc...) are strongly encouraged to remain at home and not attend Mass due to health risk. The faithful who have COVID-19, show such symptoms, or have had contact with a person with a confirmed diagnosis of COVID-19, should self-quarantine and remain at home until cleared by medical professionals, and piously watch a livestreamed Mass.
  - b. **All those who attend Mass are subject to the required attendance limit of 75% of the church’s occupancy or capacity limit and the requirement to maintain physical distancing (but there is no requirement for physical distancing for those who live in the same household or are vaccinated, except if a stricter civil order applies). All unvaccinated persons in attendance at Mass are encouraged to wear a mask [but see below for mandatory situations] and use hand sanitizer appropriately. If the State or a civil county mandates the wearing of masks in public, including in religious settings, it is strongly encouraged to post signage and communicate in other ways that the wearing of masks by the faithful in that area or county at a religious service is mandatory (and some government orders may mandate such signage), to the extent of the civil mandates for that area of county, and it should be emphasized and communicated in the signage that the mask mandate is a State or civil county government requirement for face covering imposed upon the Church and other**

- entities.** As articulated in one county order, the county order should not be used as justification to harass or harm another person who is either wearing or not wearing a face covering. People should assume others have valid reasons for wearing or not wearing a face covering.
- c. The availability of Mass, the Sacrament of Confession, and prayer at the church at other days and times.
  - d. Instructions on Holy Communion, such as the Eucharistic fast and importance of receiving the Blessed Sacrament in Holy Communion only after confessing all grave sins of which one is conscious, physical distancing in the Communion line, hand sanitizing, no use of gloves, etc...
  - e. Miscellaneous instructions on the use of the bathrooms, signing-in, following the instructions of trained ushers, the offertory collection, etc...
18. Distribution of Flyers or Handouts at Mass and Collecton of Information - As opposed to people congregating in the narthex to obtain any special item, such as from a flyer or handout table or from volunteers, which would involve close contact, the parish should consider volunteers or ushers distributing such items before Mass to the empty, spaced seats of the various open pew sections. Such ushers or volunteers should be masked and using gloves. The Mass attendees can then simply leave at the end of Mass with the item meant to be kept by them. If the purpose of a handout is to collect information from the parishioner with submission of the completed handout to the parish, the item can be either submitted in the offertory basket or left in the pew on the seat and collected after Mass by ushers or volunteers who again are masked and using gloves (and using any other sanitary or safety precautions). Again, this is meant to avoid close contact in the narthex or gathering area.
19. Removal and Non-Use of Pew and Gathering Space Paper Items – It is strongly encouraged that all missalettes, hymnals, Bibles, pencils and any other item be removed from the pews and hymnal racks. The pews should be completely empty of anything that can be touched and meant to remain in the pew in the long-run. Hymnals, missalettes, etc. may be used again starting at a yet-to-be determined date, but they should be sanitized prior to being replaced back in the pews. The use of a paper worship aid is permitted if it is posted online, and the faithful print and bring the paper worship aid to use; but it must be destroyed promptly and appropriately. For distribution of flyers or handouts at Mass, or for distribution and collection of items meant to obtain information from Mass attendees, please see the above section.
20. Removal of Furniture – The removal of furniture, at least chairs, from the narthex, gathering space, or other spaces where people may spontaneously gather, is strongly encouraged, if possible.
21. Room for the Sick - A small room should be reserved for use in case someone becomes ill during Mass. That person may be ushered into that room during Mass and asked to leave safely as soon as possible.

## **Liturgical Preparation Guidelines**

22. Sacristans - Sacristans and those who prepare bread, wine, and sacred books and vessels must wash their hands before beginning their work and after their work is complete. It is recommended that they wear masks, and they may be required at the State or county civil level to wear masks.
23. Sacred Vessels, etc... - Patens, ciboria, chalice, cruets, bread, wine and linens should be placed on a credence table in the sanctuary or on the altar. These items may only be handled by the sacristan or a delegate of the priest (e.g. altar server) during Mass. All Communion vessels are to be purified during or after Mass according to the ritual, and then properly cleaned with hot, soapy water after each Mass.
24. Readers - Readers do not need to make any changes, but they should remember to keep adequate physical distance from others, and they may be required at the State or county civil level to wear masks.
25. Altar Servers – Altar servers may be used but should observe physical distancing. If servers are minors, a parent or guardian’s permission is required. It is encouraged that any vesture they wear be washed more frequently. They also may serve without vesture. They may be required at the State or county civil level to wear masks.

26. Ushers - Ushers should not come into contact with others through shaking hands, etc..., and they must wear masks for their duties, and should be chosen from individuals who are not at-risk (those persons over 65 years of age who are vaccinated or had Covid-19 and are through their quarantine period, etc..., or those under 65 years of age who are vaccinated or without underlying health issues, etc...), and have not had contact with a person with a confirmed diagnosis of COVID-19 without finishing self-quarantine or being cleared by medical professionals. At least one usher (or another person) at each Mass should be familiar with emergency plans and procedures. Selection and training of ushers should include:
- a. Volunteers who are not elderly or immuno-deficient should be chosen as ushers.
  - b. Ushers must wear masks while performing duties.
  - c. Ushers should be knowledgeable of distancing requirements when seating people.
  - d. Ushers should allow families and those in the same household to sit together.
  - e. Ushers should ensure proper physical distancing of people during the communion procession.
  - f. Ushers should dismiss people at the end of Mass by pew, starting from the rear of the church.
  - g. Ushers should be given some simple instructions regarding how to turn people away politely when the 75% occupancy limit with physical distancing has been reached.
  - h. Collections may only be taken up from the pews with long-handled baskets. There should be no passing of baskets.
27. Music – At this time, there is to be no congregational singing. A cantor and organist/pianist may be present and simpler music with fewer musicians should be preferred. **Choirs may rehearse or sing at Mass, and unvaccinated choir members should maintain physical distancing and wear masks while singing.**

## Mass & Holy Communion Guidelines

28. No Congregational Singing – No congregational singing or chanting is allowed at this time. However, a cantor and organist or pianist may be used, as well as a choir that exercises physical distancing and wearing of masks. The priest should avoid chanting any part of the Mass that will elicit a chanted response from the congregation, but chanting the collect or post-communion prayer is permissible, as an example.
29. Entrance Procession - The Entrance Procession through the church may be omitted in favor of the persons entering the sanctuary directly via the sacristy.
30. Priest at the Altar – The priest may choose to arrange liturgical and other items on the altar (missal, missal stand, chalice, purificator, paten, pall, corporal, lavabo items, hand sanitizer, etc...), and celebrate the majority of the Mass from the altar, in order to maximize physical distancing and minimize the number of persons in the sanctuary.
31. Missal – According to the priest's prudent discretion, the missal may be placed on a stand in front of the celebrant's chair or on the altar, eliminating the need for a server to carry or hold it near the celebrant.
32. Presentation of the Gifts – The Presentation of the Gifts by the faithful should be omitted. Before Mass, the gifts should be placed on the credence table in the sanctuary or directly on the altar. For sanitary precautions, the priest may choose to use a scale paten with a large host for the celebrant that is separate from a bowl paten containing the smaller hosts for the faithful. The bowl paten can be covered by a pall or enclosed in a clear plastic, e.g., a light ziploc bag, that is open on one end (some suggest to poke a few small needle holes in the plastic bag) and placed on the corporal. Instead of a bowl paten, a covered ciborium may be used and kept covered during the Eucharistic Prayer, etc... That way, the oral droplets from the priest during the words of consecration will not contaminate the bowl paten (or covered ciborium) of hosts to be distributed to the congregation, while the priest eventually personally consumes the host on the scale paten.

33. Lavabo Rite - The lavabo rite should be done by the priest alone at the altar and placed to the side where a server can come and remove the vessels. Alternatively, the lavabo items may be placed on, used at, and later removed from the altar by the priest alone.
34. Collection Announcement - An announcement may be given to prepare the attending faithful for the method of the collection, an appeal to the needs of the parish, etc...
35. Offertory Collection - Collection baskets should not be passed from person to person. A large basket for the collection may be placed near the entry/exit from the church. Alternatively, long-handled baskets may be used by ushers for the collection from those in the pews. Those taking the collection should wear a mask during the collection and wash their hands immediately afterwards. Anyone else handling the collection should wash their hands immediately afterward. When the offertory collection is completed, the collected funds should be placed in a tamper-evident bag, logged, and placed in the safe for three days before being counted. Offertory counters are encouraged to wear mask and gloves. At least two counters should be present, but physical distancing is required for the offertory counters, and they should wash their hands when finished.
36. Sign of Peace - The sign of peace must be omitted.
37. Holy Communion Announcement – The priest may choose to make an announcement just prior to the distribution of Holy Communion to instruct the faithful.
38. Holy Communion Guidelines – Guidelines for the distribution and reception of Holy Communion are as follows:
  - a. Communicating by Clerics - The celebrant and concelebrants can and must self-communicate under both species. If there are concelebrating priests, each priest should drink from a separate chalice. Assisting deacons and priests in choir should receive Holy Communion only under the form of bread.
  - b. Vestments - The priest may choose to remove his chasuble at the chair and a deacon remove his dalmatic for the distribution of Holy Communion in alb and stole, so that the clerics do not have to worry about someone touching their chasuble/dalmatic.
  - c. Extraordinary Ministers of Holy Communion (EMHCs) – EMHCs may be used only if truly necessary for the distribution of Holy Communion, or if the priest or deacon is unable to distribute Communion.
  - d. Hand Sanitizing by Ministers – Any minister distributing Holy Communion is required to wash (not just rinse) or sanitize their hands immediately before distributing Holy Communion. The priest or deacon should wash or sanitize his hands before going to the tabernacle. If possible, a small table with an ablution cup, purificator, and hand sanitizer could be available at each Communion station and used by the minister distributing Communion if he inadvertently touches the hand or mouth of a Communicant. Alternatively, such a “station” could be placed in the sacristy for all Communion ministers to use. If the minister needs to sanitize or wash his hands during or after the distribution of Holy Communion, he should first rinse his hands or fingers in an ablution cup and wipe his hands on the purificator prior to using hand sanitizer. The ablution cup water should be properly disposed of into the sacrarium or directly into the earth.
  - e. No Use of Gloves - Gloves are not to be worn during either the distribution or reception of Holy Communion.
  - f. Use of Masks - **The priest and deacon or extraordinary ministers of Holy Communion are required to wear a mask for the distribution of Holy Communion** and to minimize potential risk related to the consecrated hosts and the communicants. The faithful who are wearing masks

should remove them just before their own reception of Holy Communion. A communicant should only remove one's mask in preparation to receive Holy Communion as the person immediately in front of the communicant is receiving Holy Communion, so the communicant should keep one's mask on in the communion line prior to that point in time (i.e., keep the mask on while leaving one's pew and waiting in the communion line in general prior to taking the second position from the minister of Holy Communion in the communion line). The communicant should shortly thereafter resume the wearing of the mask after receiving Holy Communion. If the State of Wisconsin or a civil county mandates the wearing of masks in public, including in religious settings, then the wearing of masks by clerics in that area at a religious service is mandatory only in that area, especially at the time of distribution of Holy Communion, to the extent of the civil mandates.

- g. Single Species Holy Communion - Holy Communion may only be distributed to the faithful under the form of hosts, and the Precious Blood may not be distributed to the faithful. It is best to distribute Holy Communion using hosts consecrated at the same Mass. Those who are medically unable to receive even a low-gluten host may, in the pastor's discretion, receive a small amount of Precious Blood from a separate chalice dedicated at that Mass for consumption of the Precious Blood only by that single communicant? The Precious Blood should be fully-consumed from the chalice by that gluten-intolerant communicant, with later purification of that chalice by an ablution that is then poured into the sacrarium or into the ground. A separate purificator should then be used to wipe the chalice. After purification, the chalice would then be immediately washed thoroughly (along with the washing of the hands of the person washing the chalice). After the soiled purificator is rinsed in water and then air dried (with the rinsing water poured into the ground), the person doing the rinsing should separately wash their hands. The purificator would then be laundered as usual after having air dried.
  - h. Physical Distancing - **Holy Communion should take place in the usual manner and at the normal time, but with physical distancing in the Communion line.** For example, a single Communion line could be made in each aisle. Ushers may wish to direct the process, allowing those in pews on one side of the aisle into the line, and then, when there is room, allowing those in pews from other side of the aisle to go in that same Communion line. Tape placed at 6-foot intervals will help maintain physical distancing during the Communion procession. Logically, that distance will not be maintained momentarily between the communicant and the Eucharistic minister during reception of Holy Communion.
  - i. Hand Sanitizer for Communicants - It is encouraged that hand sanitizer be available throughout the church or at each Communion line for use by the communicants prior to reception of Holy Communion.
  - j. Reception of Holy Communion - Holy Communion may be received in the hand or on the tongue. However, no Ordinary or Extraordinary Minister is required to distribute Holy Communion if he thinks it puts his health seriously in jeopardy. For the same truly serious reason, priests may also choose legitimately to limit the manner of reception of Holy Communion to reception in the hand. In such cases, the legitimate desires and rights of the faithful to receive Holy Communion, either at all or in a certain manner (in the hand or on the tongue) should be strongly considered and accommodated to the extent possible, for example by the deputation of another suitable person as an Extraordinary Minister of Holy Communion who would distribute Holy Communion solely in the manner other than the one adopted by the priest, or request that all those who desire to receive Holy Communion on the tongue wait until those who desire to receive in the hand have finished with reception of Holy Communion.
39. Final Announcement – The priest may choose to make a final announcement regarding the method of dismissal from the church, a reminder not to gather afterwards in the narthex or gathering area, the availability of the on-line bulletin, and any other pertinent announcements.

40. Recessional - The Recessional may be abbreviated to proceed directly from the sanctuary to the sacristy.
41. Dismissal of People – It is strongly encouraged to dismiss the people from the church pew-by-pew, starting with those closest to the door (to avoid crowding at exits). If this is done, the ushers, wearing masks, may help direct the people from their pews to exit the church in an orderly manner.

## **Sanitization**

*(Advice based on the Center for Disease Control Guidelines)*

- Those cleaning the church should be familiar with the CDC Guidelines for cleaning and disinfecting. See [https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html). Also see <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- In addition to the well-known advice of washing hands, wearing a mask, and practicing physical distancing, the CDC has very complete guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>.
- Parishes that have video capability may wish to make a short video explaining proper Mass procedures (e.g. distribution and reception of Holy Communion).
- Cleaning may be done with hot, soapy water. It is even better to use a CDC approved cleanser, such as Lysol Brand Deodorizing Disinfectant Cleaner. A complete list of approved cleansers is available on the CDC website at <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>.
- After each Mass, it is strongly encouraged to wash and disinfect:
  - Hand rails, door handles, push plates, and knobs
  - Pew tops in rows used by congregants
  - Restrooms
  - Chalice and ciboria after proper purification of the vessels. Please wash using hot, soapy water only.
  - The Lectionary and Roman Missal
  - Microphone covers and adjustable microphones
  - Handles on offertory baskets, if used
  - Anything else frequently touched
- At least weekly, it is strongly encouraged to wash and disinfect:
  - Pews (especially pew tops and backs)
  - Other common rooms or areas
  - Choir loft (if used)
  - Music stands
  - Organ/piano keyboard (special care required; please check with your musicians)
  - Doorbell buttons (if necessary) and light switches
  - Albs, etc... (as necessary)
- COVID-19 Preparedness Vendors
  - Masks Specifically
    - Menards - <https://www.menards.com/main/tools/workwear-safety-gear/respirators-dust-masks/3-ply-disposable-mask-50-pack/2122509/p-7919224473483074-c-13847.htm>
    - ACE Hardware - <https://www.acehardware.com/search?pageSize=30&query=mask&categoryId=342>
  - Sanitizer Products Specifically
    - Dr. Brite (online supplier) - <https://www.drbrate.com/>

- Eagle Park Brewing Company – This company is owned by the Borgardt Family of St. Mary Parish in Hales Corners, Wisconsin. They are offering our parishes a discounted rate on gallon jugs of hand sanitizer. This 80% alcohol-based hand sanitizer is packaged in one-gallon jugs with an easy-pour cap, and is perfect for refilling smaller bottles you may already own. This product is a liquid, not a gel, so it works in the largest variety of dispensers. Normally priced at \$35 per gallon jug, the cost to the parishes is \$50 per gallon jug. Parishes will need to purchase one case (four jugs) to receive the discounted rate. However, there is no limit to how many cases a parish can purchase, but please order in the next few weeks for availability. For more information, please contact Max Borgardt at 414-803-3177 or [max@eagleparkbrewing.com](mailto:max@eagleparkbrewing.com). See their website at [www.eaglecreekbrewing.com](http://www.eaglecreekbrewing.com). They are not able at the current time to ship ground UPS, but they have two locations for pickup at 823 E. Hamilton St., Milwaukee, WI 53202, and S64 W15640 Commerce Center Parkway, Muskego, WI 53150. They would also be willing to use their van to transport a bulk shipment to a single drop-off point in Madison for multiple parishes, with items labeled by parish. Invoicing and payment can occur separately from the drop-off point for the ease of the customer.
- Dubois Chemicals – They contacted the Diocese of Madison and they sell hand sanitizer/surface disinfectants. The hand sanitizer is EPA/FDA approved. Contact David Spengler, DuBois Chemicals, Technical Sales Representative, at 920.676.4729 or [david.spengler@duboischchemicals.com](mailto:david.spengler@duboischchemicals.com).
- The CDC has a homemade recipe for making sanitizer. It is located on <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html> (scroll about halfway down the page). There also is a very detailed page (including info on how to sanitize if someone is found to have COVID-19) at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html>. Please note that diocesan liturgical guidelines take precedence over anything mentioned at this site.
- All Supplies
  - East Office Supply (EZOP) is a local Madison based company, owned by a Catholic couple, that can delivery statewide. The chancery’s sales rep is Steve Schwenn, who is eager to help. He can be contacted directly at [sschwenn@ezop.com](mailto:sschwenn@ezop.com) or 608.310.7429.
  - KleenMark - The chancery uses KleenMark’s services on a regular basis. In addition to typical PPE and cleaning supplies, they carry a hand sanitizer made locally at Doundrins Distillery in Cottage Grove. Call Doug at 608-443-0168. They also offer facility cleaning, either ongoing or as a one-time deep clean.
  - Catholic Purchasing Services – See their website at: [https://www.catholicpurchasing.org/facility/Janitorial\\_Supplies](https://www.catholicpurchasing.org/facility/Janitorial_Supplies)
  - Radwell International - <https://www.radwell.com/en-US/>
  - Complete Office - <https://www.cowiweb.com/public/>
  - Quill - [www.quill.com](http://www.quill.com) - The chancery and several parishes and schools currently benefit from the CESA cooperative in Wisconsin, which has negotiated special pricing for non-profits and educational institutions. They carry cleaning supplies and PPE, and can do bulk purchasing. Shipping is free. Patricia Andre has been the account rep for the Diocese: [patricia.andre@quill.com](mailto:patricia.andre@quill.com), 800-789-7020 x1461
  - San-A-Care (currently only servicing existing customers) - <https://www.san-a-care.com/>
  - Lakeland Supply - [www.lakelandsupply.com](http://www.lakelandsupply.com)

## Questions?

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