



Reopening Masses Readiness Checklist

- ☐ **Mass schedule determined**
 - Weekdays & weekends
 - Schedule should be published with reminder that parishioners must sign-up
 - Adequate time should be allowed between Masses for cleaning
 - Inform area vicar of the Mass schedule
- ☐ **Sign-up system in place**
 - System ensures as many as possible have adequate chance to sign-up
 - Multiple avenues for sign-up being utilized
 - Database or other record of sign-ups is kept
 - Record first and last name of each person and contact number
 - Equitable system for assigning names to Masses
 - Total number assigned to each Mass, including priests and volunteers cannot exceed 25.
 - Assurance that process allows everyone who signs up the opportunity for Mass before cycle repeats
- ☐ **Clear communication with parishioners**
 - Sign-up procedures communicated to parishioners via (flocknote, phone tree, email, mail, social media, parish website, etc.)
- ☐ **Physical distancing plan in place**
 - One entrance designated
 - Every other pew/row of seats marked off
 - Available seating clearly designated



- ☐ **Cleaning protocols in place**
 - Protocols clearly outlined (pews, restrooms, commonly touched surfaces)
 - Adequate cleaning supplies on hand
 - Enough time/volunteers to clean between Masses
 - Restocking protocols
- ☐ **Volunteers recruited**
 - Door monitor / sign-up list manager (must wear mask)
 - People to clean
 - Liturgical ministers, collection monitor
- ☐ **Before Mass**
 - All loose items removed from pews (hymnals, pencils, cards, missalettes, etc.)
 - Church is cleaned
 - No holy water in fonts
 - Hand sanitizer/cleaning wipes available
 - Collection baskets placed in accessible location (someone to monitor)
 - Designated entrance propped open
 - Door monitor/ sign-up list manager in place with mask on
- ☐ **After Mass**
 - Prop exit doors open
 - Do not hand out bulletins or other materials
 - Wipe down/clean pews and common use areas including restrooms, door handles, push plates, knobs, etc.