



July 17, 2020

Dear Ministry Leaders,

We are extending access to the church building and outdoor spaces to all ministries including youth ministries. The school building will remain closed. As new information is released, these guidelines will change. We want to continue opening with caution and always prioritize the safety of all who would be involved in an in-person meeting.

Although we are inviting more ministries access to space this will not be business as usual. Please follow the current guidelines on social distancing, sanitizing common surfaces, gathering size and the wearing of face coverings and anticipate limited availability of space for now.

If you discern that your ministry would be able to meet in person on the SMOY Campus while adhering to the guidelines established, please submit your proposal on how that would happen. Keeping in mind, these are the guidelines that need to be followed. Failure to follow them could result in the ministry no longer being able to meet at SMOY:

- 1.** Spaces available in the indoor public areas of the campus are limited to the York Room, Father James Brooks Hall, Hospitality Room, and Gathering Space. No worship areas (Church, Day Chapel, Holy Hallway, restrooms in the worship areas) are available currently. Public areas that are available outside are the Fields, the Portico, the Mary Garden and the Cross Courtyard.
- 2.** If your meeting is in the Gathering Space, the doors to the worship spaces will need to remain closed at all times and the volume level of your meeting will need to remain respectful of people at prayer in the church. Access to the elevators and stairs must be maintained for groups meeting in the basement rooms.
- 3.** Members of ministries meeting inside must enter for meetings at the old main entrance by the parish office to allow those who are praying in the main church to remain undisturbed. Groups meeting at the Cross Courtyard or the Portico must not block access to the building. Meetings held under the Portico the volume level of your meeting will need to remain respectful of people at prayer in the church.
- 4.** The current gathering size for the State of Ohio will need to be observed for an indoor meeting. With proper social distancing guidelines this depends on the space and the safety measures each group implements.
- 5.** The meeting area will need to be sanitized by the ministry using the area both before the meeting and at the end of the meeting. Surfaces, especially high touch surfaces, to be sanitized include at minimum:
  - a.** Doorknobs or door handles
  - b.** Bathroom faucets
  - c.** Countertops
  - d.** Tabletops
  - e.** Chairs – where the touch points are on top
- 6.** Six-foot safe distancing for individuals who do not live together should be maintained by arranging furnishings and any activities accordingly.

- 7.** Hand cleansing should be done with hand sanitizer or by washing with soap and water upon arrival and before leaving a meeting.
- 8.** Facial coverings are strongly encouraged for all participants. Ministry leaders should set the example of wearing face coverings to make others feel more comfortable. (Please note if Warren County reaches Level 3 Public Emergency masks are required, you may check the county's current level here: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system/>)
- 9.** Care for the most vulnerable in your ministry should be considered in your plans. Hybrid (digital and in-person combination) meetings should be considered if anyone does not feel comfortable or cannot attend for health reasons.
- 10.** Meetings should be of a faith formation or business nature; no social gatherings will be considered at this time.
- 11.** No food will be allowed at meetings, only personal water bottles or beverage containers brought from home.
- 12.** No youth under the age of 18 years may accompany an adult to any adult ministry meetings.
- 13.** If the Archdiocese of Cincinnati institutes any sort of Liability Waiver regarding Covid-19, we may need to institute that policy at a future date.
- 14.** No access to the parish office for your ministry is available at this point.
- 15.** To allow the next scheduled ministry access to the space, please have all surfaces sanitized by the scheduled end time of your meeting.
- 16.** No ministries will be able to meet during Mass times. For weekday evenings, that restriction is from 6:50pm until 7:35pm at present.
- 17.** Outdoor meetings will need to provide all of their materials. (Example: Chairs, tables, etc.)

In order to consider your proposal for meeting on the SMOY campus in person, please submit the attached to Kathy McGaughy at [calendar@smoy.org](mailto:calendar@smoy.org). If your event is approved, you will receive an email confirmation from eSpace, our new calendar software. Please note, merely submitting a proposal does not guarantee your ministry will be able to meet, it is a proposal to meet.

We pray that we will be able to begin to allow some of our ministries to meet again soon.

The SMOY Parish Staff

