

OUTLINE BRIEF FOR STEWARDS AT MASS UNDER COVID-19 RESTRICTIONS

- **Thank you** for volunteering to be a steward during Mass. Whilst care has been taken by the Church to follow the guidelines as set by the Diocese/The Bishop's Conference, the Church cannot eliminate all risk.
- You must complete the **Volunteer Checklist** (if you have not already done so for Private Prayer) and return it before you start your first duty.
- If you are within the Vulnerable Category, you should refrain from volunteering.
- Please do not volunteer if you or someone in your house has a high temperature, a new / continuous cough or loss/change from normal sense of smell or taste, with a cold or flu-like symptoms.
- Please continue to review your current health to ensure you do not volunteer if unwell.

Background

This brief provides an outline to the Steward's role during Mass. You will receive a separate **Checklist** for your specific church. Initially, three stewards will be present for Mass, one at the entrance and two in the church. Every steward will be issued with and will wear a lanyard to identify themselves to parishioners.

Stewards responsibilities

Stewards are asked to:

- Check all doors and windows remain open to ensure maximum ventilation.
- Ensure parishioners sanitise hands on entry and exit to the church
- Ensure social distancing **at 2 metres** is maintained in/outside the church.
- Allow entry to only those who have booked a place. If the church is fully booked, politely turn others away and ask them to book in future.
- Ensure queuing, if required, is within social distancing guidelines.
- Prevent parishioners with cold or flu-like symptoms from entering.
- Discourage parishioners from touching statues and unnecessary surfaces.
- Direct parishioners to appropriate pews, filling up the front first.
- Manage Holy Communion, pew-by-pew.
- Manage leaving the church, pew-by-pew, starting at the back.

Leading by example

Stewards should display good practice as follows:

- Maintain good hand hygiene throughout with the regular use of hand sanitiser.
- Maintain social distance within the church at all times.
- Wear a face covering for the safety of others:
 - Stewards will be coming into "contact" with potentially vulnerable parishioners.
 - Parishioners are recommended to wear face coverings but this **will not** be enforced.
- Ensure any cuts or grazes on their hands are completely covered with waterproof dressings. Please wear the gloves provided.

Stewards **should not** physically assist people unless absolutely necessary, for example in an emergency for first aid. In this case there are some basic steps which stewards should be aware of:

- Be aware of the risks to yourselves and others in helping someone.
- Make sure you wash your hands and use sanitiser, before and after helping someone. Ensure that you do not cough or sneeze over someone.
- Wear disposable gloves when dealing with people and dispose of them securely.
- Dispose of all waste from any first aid safely in tied bags in bins.
- Do not touch a wound with your bare hand.
- Do not touch any part of a dressing that will come in contact with a wound.

General Guidelines for Mass

Please note the following guidelines:

- **Social Distancing.** People who are part of the same household/bubble can sit together but those who are not, should maintain 2m social distancing.
- **Pews.** 2m social distancing means that we can use only every third pew. The pews in-between will be cordoned-off.
- **Loose Items.** All loose items; hymn books, missalettes, papers, etc, should already have been removed from the church.
- **Cleaning.** The church has been professionally cleaned and disinfected before opening to parishioners. After Mass, all pews will be wiped clean with sanitiser.
- **Children.** If accompanied by children, parents must manage them appropriately, particularly ensuring they touch as few surfaces as possible, for their own safety.
- **Wheelchairs/Disabled.** Wheelchair areas have been identified at each church. Parishioners with other mobility issues should be allowed to sit near the back.
- **Collections.** There will be no collection during Mass. Collection plates can be left at the exit. Any money must be carefully placed in plastic bags and sealed for at least 72 hours. Counters will then wear gloves in a well-ventilated sanitised area.
- **Toilet facilities.** Toilets **will not** be available to parishioners to prevent any risk of transmission of infection. All other Parish buildings will be closed to parishioners.
- **Ventilation** All doors and windows should be open to increase ventilation.
- **Your health.** If you start to feel unwell, you are to isolate yourself immediately from the church, parishioners and volunteers. You are to return home immediately to self-isolate as directed by the Government/NHS. You should report your condition to Fr Anthony.

Questions? Ask your Coordinator or the Parish Health and Safety Representative:

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