

# Our Lady Queen of Peace Parish

## 2020-2021 Faith Formation Policies & Procedures

Version 1.0 – 9/18/2020

*Our Lady Queen of Peace Parish is deeply committed to safeguarding the health and safety of all who enter the building. Therefore, we ask all who attend faith formation to comply with the parish hygiene policies and procedures outlined below:*

- **Formation Guidelines**

- **Distance Learning:**

*Students in grades 1-8 will begin the school year with our Distance Learning Model (option also available to Gr. 9 students), with hopes that they can be phased into Face-to-Face instruction later in the year when it becomes safe to do so. Our goal is to phase-in grades to in-person instruction in a safe, efficient, and timely manner, looking to Our Lady Queen of Peace School as a role model and in accordance with Dane County Public Health guidelines.*

- **At-Home Instruction**

*Gr. 1-6 students will begin the year with at-home instruction, working closely with their parents to study the required curriculum and to live and grow in the practice of the faith. Resources will be provided to support parents, and Our Lady Queen of Peace will continue to offer a virtual recorded Mass for families to pray the Mass together from home each week should they feel uncomfortable attending weekend Mass in person.*

- **Virtual Learning**

*Gr. 7-8 students will begin the year with a live virtual learning model, led by catechists over a secured digital platform like Zoom. This option will also be provided to Gr. 9 Bagels and Basics students.*

- **In-Person Learning**

*Gr. 9 Bagels and Basics students will begin the year with the option for live virtual learning or for small group In-Person instruction. These shortened one-hour classes will meet in the Lower Level Parish Center, with cap of 11 students per session (in addition to one adult leader and one high school leader). Social distancing and sanitization guidelines will be very carefully followed, for these and for any subsequent in-person learning sessions that may be offered as the year progresses and as it becomes safe to do so.*

*In order to accommodate the anticipated number of students, we will offer six session options for Gr. 9 students:*

- 1<sup>st</sup> and 3<sup>rd</sup> Sundays, 10-11am (In Person)
- 1<sup>st</sup> and 3<sup>rd</sup> Sundays, 12:30-1:30pm (In Person)

**1<sup>st</sup> & 3<sup>rd</sup> = Blue Weeks**

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**2<sup>nd</sup> & 4<sup>th</sup> = White Weeks**

- 1<sup>st</sup> and 3<sup>rd</sup> Sundays, 2-3pm (Virtual)
- 2<sup>nd</sup> and 4<sup>th</sup> Sundays, 10-11am (In Person)
- 2<sup>nd</sup> and 4<sup>th</sup> Sundays, 12:30-1:30pm (In Person)
- 2<sup>nd</sup> and 4<sup>th</sup> Sundays, 2-3pm (Virtual)

- **Protective Measure Guidelines**

*For any in-person Faith Formation gatherings, classes, or events this year, we have established the following safety protocols:*

- **Children's Personal Health Checks**

*Parents are expected to check the temperature of children daily before they attend any faith formation event. If children have any symptoms of sickness (low-grade fever, cough, sore throat, runny nose, vomiting, diarrhea, etc.), they are not permitted to attend the event on that day. Children should be symptom-free without medicine for 24 hours before returning to the parish.*

- **Adult Catechist/Volunteer Health Checks**

*All adult volunteers and staff are expected to check their own temperatures daily before they attend any faith formation event. If adults have any symptoms of sickness (low-grade fever, cough, sore throat, runny nose, vomiting, diarrhea, etc.), they are not permitted to attend the event on that day. Adults should be symptom-free without medicine for 24 hours before returning to the parish.*

- **Agreement Form**

*At the beginning of the year, we will ask parents whose children are participating in in-person faith formation sessions to sign an agreement form indicating their commitment to upholding these protective health guidelines.*

- **Attendance**

*In order to ensure appropriate safety, there is a set capacity for each room based upon the size of the room and the room's air ventilation. We will adjust the capacity for in-person meetings accordingly. (For example, there is a limit of 13 persons to gather in the Lower Level Parish Center at each time.)*

- **Social Distancing**

*Adult leaders will remind participants of proper social distancing at the beginning of each faith formation session. In each space used, marking will be placed on the floor and/or seats will be appropriately spaced to indicate where participants ought to sit/stand upon arrive in order to maintain adequate social distance.*

- **Masking**

*Until further notice, masks are required for all individuals age 5 and older while indoors. Those who are unable to wear a face covering for reasons of health, such as difficulty breathing/mental health, are exempt from the order, but they should keep*

*socially distant to the greatest extent possible. The parish will not provide masks for children/adults/catechists participating in faith formation programs.*

- **Drop-Off & Pick-Up**

*Participants are expected to use the same entrance/exit point, and to space themselves appropriately during drop-off and pick-up times.*

- **Hygiene & Cleaning Guidelines**

- **Sanitizing Stations**

*We will make sanitizing stations available in frequently used spaces (classrooms, parish hall, school entryways, hallways, bathrooms, etc.) for ease of repeated use.*

- **Handwashing**

*All individuals will be expected to sanitize or wash their hands as they enter a classroom, after using the restroom, before and after consuming any food, and after any recess/free times.*

- **Classroom Materials**

*Each participant should have his or her own materials to use during faith formation sessions. These materials will be provided when needed, and participants are asked not to share with one another.*

- **Food Safety**

*When food is made available at a formation event, there will be one adult assigned to distribute food and drinks. This individual will be wearing a face covering and gloves. Whenever possible, food offered will be pre-packaged. Individuals attending are not permitted to share food or drinks at the parish.*

- **Water Fountains**

*Individuals are not permitted to use public water fountains. We advise participants to bring their own water bottles with them to class.*

- **Commitment to Cleaning**

- ***Proper disinfecting solutions***
- ***Wiping down frequently touched surfaces before and after every session***
- ***Cleaning restrooms after formation sessions***
- ***Regular deep cleaning by professional cleaning staff***

- **Policy & Procedures for COVID-19 Exposure & Positive Tests**

- **Response to Catechists/Volunteers Who Test Positive for COVID-19**  
*If an employee, parish catechetical leader, catechist, or volunteer tests positive for COVID -19, the spaces in which that person worked or resided will be closed off and deep cleaned. The individual will be expected to be quarantined for 10 days (or according to local county ordinance) and will not return to serve in the parish unless he or she meets the following criteria: fever free for 3 days (without medicine); symptoms have subsided; county requirements for quarantine have been observed; or at least 10 days have passed without any symptoms.*
  
- **Response to Those Who Show Symptoms, Have Been Exposed, or Suspect Illness**  
*Those who begin to show symptoms of illness or suspect illness should not attend formation sessions. A space that was occupied by the individual should be disinfected. The individual should choose a self-imposed quarantine (according to county guidelines) and seek a COVID-19 test. No one should return to service until any necessary quarantine ends and symptoms have subsided.*
  
- **Children/Families Who Test Positive for COVID-19**  
*If a participant in faith formation tests positive for COVID-19, the spaces which that person occupied will be closed off and deep cleaned. The individual will be expected to be quarantined for 10 days (or according to local county ordinance).*  
  
*A participant should not return to the parish unless he or she meets the following criteria: fever free for 3 days (without medicine); symptoms have subsided; county requirements for quarantine have been observed; or at least 10 days have passed without any symptoms.*  
  
*Families who have one member who tests positive for COVID-19 should assume that all members have been exposed. Families ought to consider quarantining as a unit or having all members tested. Members of the family should not return to formation until the expected quarantine time for “no symptoms” has passed.*
  
- **Notification to Participants in Faith Formation Regarding a Positive COVID -19 Test:**  
*If a participant, parish catechetical leader, catechist or employee tests positive for COVID-19, the parish upon notification will immediately contact medical authority or public health officials for consultation and will follow appropriate directives/ suggestions, especially for those who may have been exposed to the infected person. The potential directives for an exposure case may vary based on the situational elements at the time and place of exposure. The parish will follow all civil directives and will notify affected persons accordingly and as promptly as possible.*

**If you have any questions or concerns regarding these Parish Policies and Procedures for the 2020-21 Faith Formation year, please contact Kay Schachte (Gr. 1-6), Cheryl Horne (Gr. 7-9), or Sarah King (Gr. 7-9) at 608-231-4600.**

Know that you are in our prayers during these difficult times!

God bless,

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