

## *Step 2 (implement at the mandate of the Bishop)*

### Possible Triggers

- Seasonal flu outbreak increasing in severity (moderate to moderate-high)<sup>1</sup>
- Suspected cases of novel influenza are being reported in the Diocese as well as elsewhere. Human-to-human transmission is possible.
- Clusters of ILI are being reported in North America and elsewhere (e.g., WHO Phase 6).
- Increased numbers of suspect cases located in multiple locations within the U.S. highly suggestive of human-to-human transmission and beginning to increase in numbers throughout Iowa, but not necessarily within the Diocese.
- Multiple scattered suspected/definitive cases around the U.S., but with an unusually high mortality rate or significant morbidity. Human-to-human transmission is probable.

### Interventions

#### *Personal NPIs*

- a) All sick individuals, including clergy, are to stay home. Signs are posted on chancery, church, and parish/school doors instructing those with fever or other flu-like symptoms not to enter. See Appendix I.
- b) In addition, signs describing what practices are in effect are to be posted. Include information in newsletters, bulletins and, if applicable, on websites. Announce practices from the pulpit. See Appendices I and J.
- c) Set up hand-washing stations in all buildings: tissues, trash receptacles, hand sanitizer, instructions (signage).

#### *Environmental NPIs*

- d) The frequency of cleaning and disinfecting door handles and other commonly touched solid surfaces is to be reviewed and increased if necessary. These surfaces should be cleaned and disinfected at least twice per day (mid-day and end of the day); these surfaces should be cleaned/disinfected in the morning as well if the building was used at night. Disinfectant wipes should be available for staff/volunteers to use in their offices.
- e) Turn off water fountains or mark them as not to be used. Bottled water should be available in case of necessity. Schools are required to supply bottled water. Personal water bottles are permitted. However, they should not be filled from water fountains out of which someone would drink. They should be opened to be filled (not filled through the same opening one drinks through).
- f) Holy water fonts/stoups (with standing water) are emptied. [1] Large immersion fonts with circulating water are to be emptied and cleaned/disinfected weekly; those that do not circulate water are to be emptied. [2] Parishes should have pre-filled bottles of holy water available if necessary.

**NOTE:** [1] There are different types of immersion fonts; and they vary according to what kind of filtration and disinfection units are included. If you have an immersion font, please call or e-mail Deacon Agnoli to review what the best approach would be given your system.

[2] Small bottles of holy water for individual or family use should be used. Large bottles for communal use would defeat the point. Arrangements should be made for these bottles to be returned, cleaned and disinfected, and re-used.

#### *Community NPIs*

- g) As in Step One, continue preparations for possible closures and cancellations. School closures may take place as ordered by public health officials. If an outside speaker is being invited, be in regular communication with them regarding contingency plans. Consider use of web-based meeting options.

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<sup>1</sup> Local severity is gauged by absenteeism, emergency room/clinic usage, hospitalizations, school closures, etc.

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h) Be aware of travel restrictions, and the risks of travel to areas of concern (such as not being able to return or of being quarantined). Be ready to cancel trips to such areas (either within or outside the US).

### *Specific NPIs related to Liturgy*

h) In addition to previous provisions, the following changes are made

1. In addition to careful handwashing, the person preparing wine and hosts for Mass may wear a mask (see Appendix G) and use food-service gloves. The vessels containing the bread and wine are to remain covered until placed on the altar.
  - a. If a parish uses a large vessel at the entrance(s) of the church from which individual parishioners move hosts to the paten/ciborium, such a practice needs to stop at this point.
2. Communion from the Cup is suspended. Only the priest (and deacon [see GIRM #182], if present) are to commune from the Chalice—and then from opposite sides of the rim.<sup>2</sup>
3. In distributing communion, the Host shall be placed in the communicant's hand without the minister touching the communicant. Communion on the tongue is discontinued (c.223).
4. The practice of touching a non-communicant for a blessing is also to be discontinued.
5. After being properly purified (in order to prevent cross-contamination, this should be done by the priest or deacon who has already received from the Cup), all Mass vessels (chalices, patens, and ciboria) are to be carefully washed in hot, soapy water after each Mass.
6. Sharing of the Sign of Peace by handshake or hug is suspended; rather, a simple bow/nod to one another will be used. Holding hands during Lord's Prayer or any other part of the Mass is suspended. Ministers (incl. clergy and ministers of hospitality) are asked not to shake hands when they greet parishioners.
7. Priests, deacons, readers, and servers—since they will be touching items in common—are to sanitize their hands before and after Mass, and during Mass if their hands become contaminated.
8. On Good Friday, the Cross will be venerated by bow or genuflection, not by touch or kissing. In those places where it is the practice to venerate icons with a touch or kiss, that practice, too will be replaced with a bow.
9. The communal celebration of the Anointing of the Sick is not recommended. If the decision is made to celebrate this rite, then the individuals to be anointed should wash their hands (or use hand sanitizer) prior to the rite and the priest(s) must wipe their fingers (for example, using a purificator) between each individual.

### *Specific NPIs related to Pastoral Care*

i) As far as pastoral visits to the sick are concerned, ministers should practice meticulous handwashing.

j) The advice of public health officials in regards to the use of masks (and other PPE) should be followed. Absent such guidance, or if left to individual discretion, the following steps are to be taken:

1. If the person being visited is ill with the infectious agent causing the outbreak, they should be offered a mask. The minister may also wear a mask.
2. If the person being visited is not ill with the infectious agent causing the outbreak, the minister may choose to wear a mask in order to protect that individual.

### *Reporting*

k) Reports (Appendix E) should be submitted when Step 2 is declared and then every 2 weeks thereafter.

### *Managing Supplies*

l) Supplies are assessed twice per week by maintenance, kitchen, and office staff. Supplies are replenished weekly.<sup>3</sup>

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<sup>2</sup> If concelebrants are present, they commune by intinction (as is done at Papal Masses; source: USCCB BCDW (the risk for infection is low since there are not a large number of individuals intincting and they are placing the host only in their own mouths).

<sup>3</sup> For the purposes of this policy, the minimum frequency for checking and replenishing stockpiles is given. More frequent assessment and replenishment may be needed based on local circumstances.