



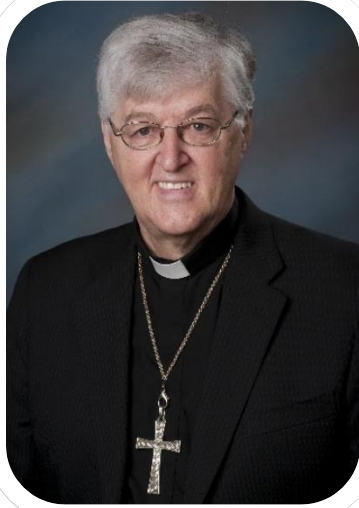
**PROTOCOL FOR A SAFE REOPENING
OF PLACES OF WORSHIP IN QUEBEC**

and

**HEALTH PROTOCOL SUPPLEMENT
FOR THE CELEBRATION
OF CHRISTIAN CHURCH FUNERALS**

***May 31, 2020
On the feast of Pentecost***

A MESSAGE FROM BISHOP NOËL SIMARD



Dear Collaborators,

A very cordial greeting in the Lord!

The reopening of our churches could be announced shortly by Mr. Legault's government. We are well aware that this announcement will require that our places of worship correspond to the requirements that affect the safety of the faithful who will return to the church to meet, to recharge their batteries, to pray and to celebrate in faith all the events of their Christian life. This is why we have made a point of consulting you, the regional leaders and the assistants, by reflecting with you on a first draft of a protocol to help all the parishes to equip themselves and adjust to the new realities we are facing.

Based on your remarks and the recommendations known to the AÉCQ to date, we present this diocesan protocol to you today, knowing that it must be confirmed or completed with the requests that will come from Public Health.

As long as it is not definitively approved, we believe that this instrument will already be able to guide you in your efforts to use the church as well as in the search for volunteers who will have to contribute to the proper functioning of access to the church and the celebration of the celebrations.

We ask that it be distributed only to those involved in the process of reopening your church(es). The official version that we will send you can then be distributed and made known to the general public.

We are aware that many questions will arise depending on your community. It will thus be up to each regional leader, community pastors and your support teams to make the necessary decisions, with the primary objective of seeing to the safety (sanitary and legal) of people and avoiding as much as possible the risks of contagion of the coronavirus.

The situation requires a lot of faith and energy, but we remain convinced that it can find ways forward in the short and long term, nourished by solidarity and a spirit of mutual help.

Thank you for being there with all the ardour of your commitment and your concern to live our mission in a dynamic spirit of joyful service and renewed hope. As we approach the great feast of Pentecost, may the Spirit guide and enlighten us!

Your Bishop + Noel

GUIDELINES

We are committed to the following guidelines as we gradually reopen our places of worship. These are in accordance with the guidelines of the World Health Organization, the Government of Quebec and the Assembly of Catholic Bishops of Quebec.

We are also committed to adjusting our protocol according to future public health guidelines.

These guidelines are applicable to most places of worship. They will serve as a guide for adapting religious services so that they are held in complete safety for the participants. If necessary, the competent diocesan authorities will develop complementary measures adapted to the needs and the buildings.

Rigorous attention will have to be paid to the implementation of the directives requested by the Government of Quebec.

By strictly observing these measures, prayer gatherings and religious services can gradually resume in places of worship, thus providing psychological and spiritual support to members of faith communities at this difficult time when they continue to contribute to the common good of society as a whole.

1. GENERAL - PREPARATION OF THE CHURCH:

- 1.1. Ensure that the place of worship is well cleaned between uses and has adequate ventilation.
- 1.2. Identify the entrance door (as far as possible, have an entrance door and an exit door).
- 1.3. Having staff at the door of the place of worship to enforce conditions of access, regulate the number and flow of people, and ensure a safe social distance at all times.
- 1.4. Prohibit people from attending religious services if they have symptoms of COVID-19, have returned from a trip less than 2 weeks ago or have been in contact with people who are in quarantine (from trip or COVID-19).
- 1.5. As of JUNE 17 – with the announcement of the reopening of the places of worship : This new instruction replaces the one in the "Draft Protocol": keep the number of participants to a maximum of 50. It is important to maintain a safe distance of 2m between participants.

- 1.6. Participants in all religious services must remain at least 2m (6 feet) from each other at all times; marks will be placed and fixed seating will be assigned to maintain this distance. Only persons of the same family, living under the same roof, may share the same bench.
- 1.7. Non-accessible seats will be marked by ropes or otherwise to prevent access.
- 1.8. Participants should be warned not to touch each other and avoid activities involving people touching the same object or passing objects to each other.
- 1.9. Volunteers must be under 70 years of age, free of symptoms and without health problems.
- 1.10. Setting up this safety point if the point "Communion - Option B: with displacement" is chosen. (See 4.12)
 - 1.10.1.1. Make marks every 2m in the aisles used to receive Communion. Repeat this for each station where communion is distributed.
 - 1.10.1.2. Clearly identify a different aisle for going to Communion and another for returning to its place, so that the faithful are not less than 2m from each other. Such an organization is necessary for each station of communion distribution.
 - 1.10.1.3. It is forbidden to have 2 lines in the same aisle: parallel in the same direction or in opposite directions.
 - 1.10.1.4. Before the distribution of Communion begins, again explain the instructions for travel to the faithful for Communion. On the first few occasions, it would be preferable to have volunteers in the nave to help with the movement in accordance with the rules.

2. FOR THE WELCOME:

- 2.1. Post a notice at the entrance to the place of worship indicating the conditions of access.
- 2.2. If possible, make arrangements so that people do not have to touch the doors to enter.
- 2.3. Provide adequate hand disinfectant at the entrance and inside the place of worship and make its use compulsory.
- 2.4. Remove all common-use booklets from public places and use only single-use documents (Living with Christ, parish leaflet), screens or other solutions that do not require the sharing of physical documents.
- 2.5. For votive candles, provide a container for new sticks (single use - e.g., skewer sticks), and a container with sand to extinguish the sticks.

3. FOR THE CELEBRATION:

- 3.1. Provide two corporals: one in front of the president with the paten and chalice, and the other a little further to the side, with the ciboria and other chalices, if necessary. The one in front of the president will be unfolded at the beginning of the celebration.
- 3.2. Immediately before the beginning of the celebration, clearly explain the instructions to the faithful, especially those concerning the distribution of Communion.
- 3.3. The entrance procession is limited to the strict minimum: it is composed of the presider and the reader (one per celebration who, if necessary, is the extraordinary minister of communion), deacon, and takes the shortest route between the sacristy and the sanctuary. A distance of 2m must be constant between the members of the procession.
- 3.4. No liturgical objects are brought during the procession: neither crosses, lectionaries, evangelicals nor incense.
- 3.5. During the celebration, the sanctuary will be forbidden to anyone who does not fulfill a liturgical function.
- 3.6. The priest will not greet the people at the door (to facilitate the entrance of the faithful and to respect the 2m).
- 3.7. Keep the duration of the celebration to the minimum necessary (no procession of offerings or incense).
- 3.8. For the readings, it is requested that the speakers do not share the same reading space.
- 3.9. For the microphones, it will be requested that microphone covers be purchased for hygiene reasons. These covers are hand washable after each celebration by the person who has used them.
- 3.10. For the collection, identify the people in advance, place the basket with a large handle and a bottle of disinfectant on the table; wash hands before and after collection.
- 3.11. For musical entertainment, choirs will not be allowed to gather. Only one singer and/or musician (depending on available space) will be allowed. The use of music on CD or digital format is a possible option.
- 3.12. No preaching in the aisle, near people.

4. AT THE ALTAR AND FOR COMMUNION:

- 4.1. The presider uses hand sanitizer before approaching the altar and handling the sacred vessels.
- 4.2. There will be no service at the altar, the priest will do it alone, and the credence table will be near the altar.
- 4.3. Con-celebration will be avoided. If con-celebration takes place, a chalice will be provided for the communion of each minister. Under no circumstances should the same chalice be used for communion, even by intinction.
- 4.4. The presider does not place the host reserved for him with the others intended for the faithful, but on a paten which is exclusive to him. The presider consumes the entire host intended for him at the moment of communion, without sharing it with anyone else.
- 4.5. The presider places the chalice and the paten on the corporal in front of him and places the ciboria to be consecrated on a second corporal, set back further on the altar.
- 4.6. Paddles will be placed on each of the ciboria and chalices, and must remain there until the time of the distribution of Communion (to prevent the Presider's spit from entering the ciboria). The paddles will be removed for the epiclesis and the account of the institution.
- 4.7. Consecrate the necessary number of hosts.
- 4.8. There is no exchange of peace, unless it is by staying in one's place, by beckoning from afar to the faithful around us, without physical contact.
- 4.9. If communion is offered, it must be done in complete safety. Clear instructions should be given.
- 4.10. Since communion will be done in silence, before the distribution of communion begins, the presider says "the Body of Christ" and the assembly answers "Amen".
- 4.11. COMMUNION - OPTION A: without movement of the faithful**
 - 4.11.1. People who wish to receive communion will be invited to stand in their place.
 - 4.11.2. The communion minister will move from person to person (to avoid moving around and crossing in the aisles).
 - 4.11.3. At no time may communion be given on the tongue.
- 4.12. COMMUNION - OPTION B: with movement of the faithful**

(See installation in point 1.10).

 - 4.12.1. Invite the faithful to sit down. They will place themselves in the aisle to go to Communion bench by bench, starting with those closest to the altar, as space permits, respecting the traces on the ground that indicate the 2m distance from the others.
 - 4.12.2. At no time may Communion be given on the tongue.

- 4.13. The mandated minister (reader or deacon) will receive communion after the priest has taken communion. Afterwards, they will disinfect their hands before putting on their masks, just before going downstairs. It is the Priest who will give the ciborium to the Extraordinary Minister of Communion.
- 4.14. The minister of communion places the host in the hand of the communicant, without touching his hand. If he touches the hand of the communicant, he must again disinfect his hands before proceeding.
- 4.15. It is forbidden to take communion for another person. If need be, a member of the faithful who has a custodian with him may ask the priest after the celebration to receive communion for a person who has not been able to participate.
- 4.16. At the end of the distribution of Communion, the ministers of Communion (reader, deacon, and priest) go to the tabernacle in turn to deposit the surplus, taking care to always keep a distance of 2m.
- 4.17. If necessary, empty ciboria are placed on the altar.
- 4.18. After Communion, the sacred vessels are not purified at the altar; they are placed on the credence table and covered with altar cloths.

5. FOR THE EXIT:

- 5.1. At the time of exit, the faithful will be asked to bring home their Living with Christ and their parish bulletin, or to deposit it in a blue bin at the exit of the church.
- 5.2. They will be invited to leave the church pew by pew, from the pew closest to the exit, in such a way that a distance of 2m is respected.
- 5.3. If possible, ensure that exit doors are kept open to prevent people from having to touch them to exit.
- 5.4. The exit procession will lead the Presider to the sacristy.
- 5.5. Avoid any gathering. Cancel any non-essential meetings or gatherings before and after the celebrations (e.g. coffee hour, etc.).

6. AFTER THE CELEBRATION:

- 6.1. In the schedule of celebrations it is important to have a 15 to 30 minute break, without the faithful inside the place of worship, to ensure cleanliness.
 - 6.1.1. Clean the places that will have been used.
 - 6.1.2. Clean door handles, ramps and other objects touched by worshippers.
 - 6.1.3. Clean the lectern, the chair of the president, his lectern. Same for the reader and the chant leader.
 - 6.1.4. Clean the tabernacle, the key, the outside of the sacred vessels placed there, as well as changing and cleaning the microphone covers.
 - 6.1.5. Discard the candle sticks that have been used.
 - 6.1.6. Clean the washroom.
- 6.2. The sacred vessels will be purified in the sacristy after Mass.
- 6.3. After purification, the vessels will be washed with soap and water.
- 6.4. Altar cloths will be placed in a secluded place until they have been washed: these cloths must not be reused until they have been washed.
- 6.5. All surfaces used in the sacristy will be re-cleaned.
- 6.6. Ideally, there should be no back and forth in the sacristy between celebrations.
- 6.7. The collection money will be counted in a room other than the sacristy. The people in charge of this operation will wear gloves and a mask, and once they have finished, they will deposit the money sorted and counted in a sealed bag. They will throw away the gloves and wash their hands with soap.

7. FOR THE SACRISTY:

- 7.1. Access to the sacristy is strictly limited to one person for preparation, the reader, the deacon and the priest. Ideally, these persons will not be in the sacristy at the same time. If this is not possible, the 2m distance, or if necessary the wearing of a mask, must be respected.
- 7.2. Hand washing is obligatory when entering the sacristy.
- 7.3. It is obligatory to wash the surfaces used before any preparation for mass.
- 7.4. The washing of the sacred vessels with soap and water is obligatory before each celebration.
- 7.5. Washing of hands is obligatory immediately before handling the altar bread, wine and sacred vessels.
- 7.6. Altar cloths will be cleaned, including corporals, washed with soap and water after each use. It is forbidden to reuse altar cloths without first washing them.

PLACE OF WORSHIP - FACILITIES

| | |
|---------------------------|---|
| WELCOME - Outdoors | Instructions posters |
| WELCOME - interior | Hand cleaning station poster |
| | Disinfectant |
| | Table for Bulletins & Living with Christ (basket for donation) |
| | Remove the Holy Water Fonts |
| | Blue bins to collect bulletins and Living with Christ |
| Identification of benches | Laminated images and rope (central aisle) |
| | Identifier for where to sit on the bench |
| | Rope for blocking benches where it is not possible to sit down |
| | Disinfecting wipes |
| Votive Candles | 2 containers = 1 with wooden sticks (e.g. skewers) and another with sand to put out. It is necessary to respect the request for single usage. |
| Sanctuary | Ambo (Pulpit) - Priest |
| | Microphone Cover |
| | Lectern (Readers) |
| | Microphone Covers for all mikes |
| | Masks |
| Collection | Tables with disinfectant |
| | Long handled collection baskets |
| | Masks |
| Communion -Altar | Credence table moved closer |
| | Disinfectant |
| | Masks |
| Sacristy | Gentle Dish Soap |
| | Clean Dish Rag |
| | Paper Towels |
| | Drying stand for Microphone Covers |
| | Bag for retrieving dirty linens |
| Washroom | Hand Washing Posters |
| | Soap |
| | Paper Towel Dispenser (No cloth towels) |
| | Disinfecting wipes for toilet seats and flushing toilets |
| | Pedal Bin |

Welcome - Exterior

INSTRUCTIONS



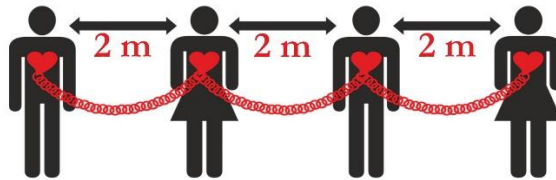
- If you are in quarantine.
- If you have been in contact with someone who is in quarantine.



- If you have symptoms of fever or cough.
- If you have been in contact with someone who has symptoms.



- Mandatory mask use.



Welcome - Interior



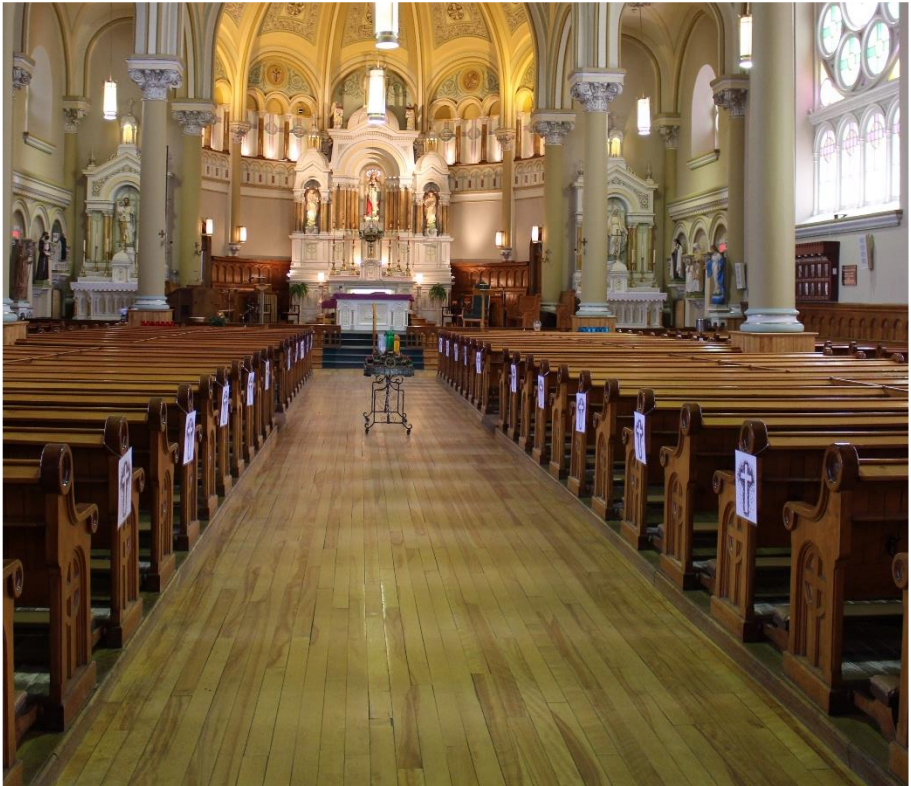
WASH YOUR HANDS!



Welcome - Interior



Identification of Benches



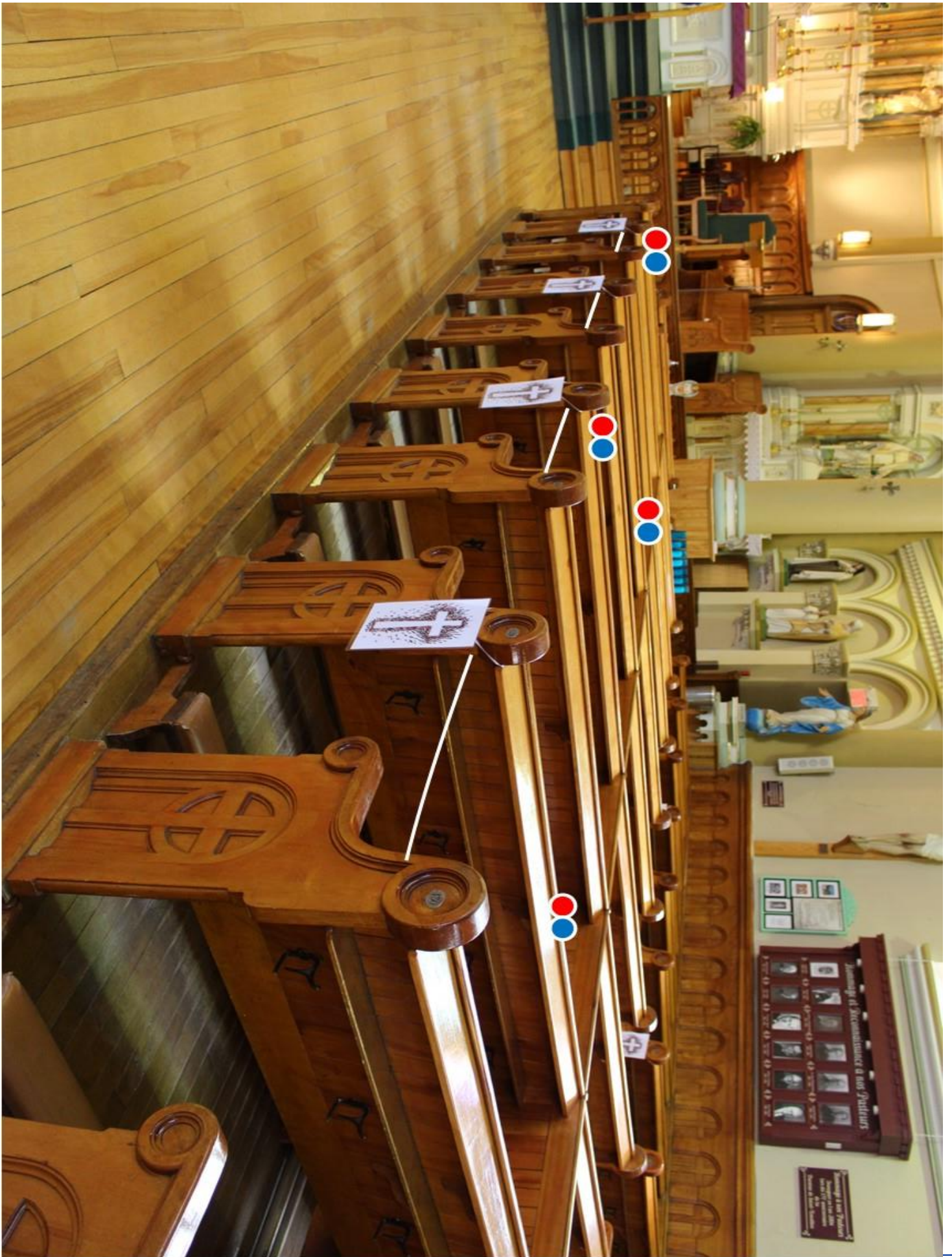
Collection

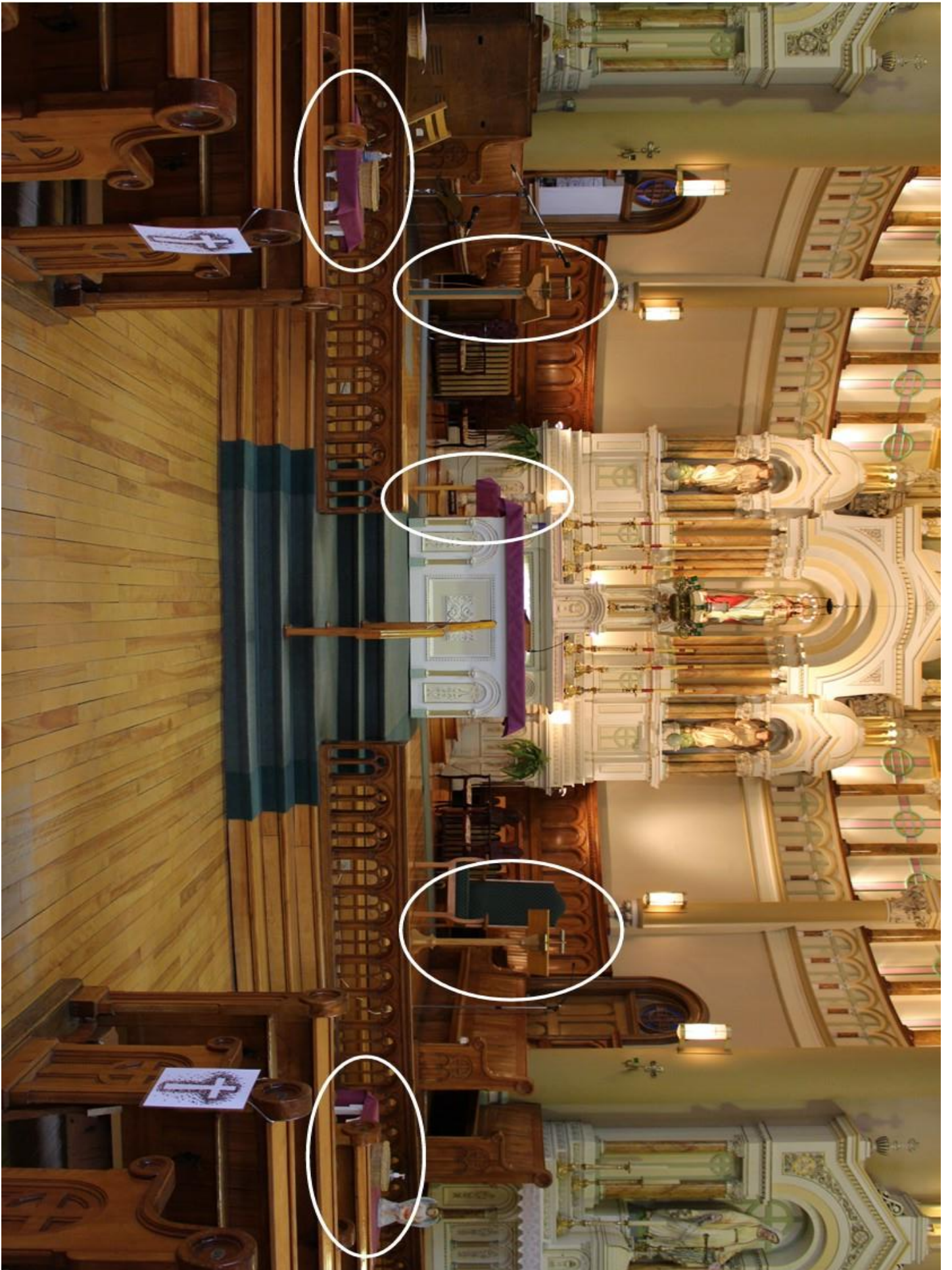


Washrooms



Do Not throw wipes in the toilet





PERSONNEL REQUIREMENTS / ACTIONS (TO BE ADJUSTED ACCORDING TO THE CAPACITY OF THE PLACE OF WORSHIP)

For volunteers, they must be under 70 years of age, without symptoms and without health problems.

| | | |
|--|--|--|
| WELCOME - Outdoors Entrance only through the central doors. | 1-2 people | Questions to ask : - Presence of symptoms of COVID-19 - Returning from trips less than 2 weeks ago - Been in contact with people returning from trips |
| | | Handing out of masks (for the first few weeks) |
| WELCOME - inside | 1 person | Invite people to disinfect their hands |
| | 1 person | Handing out the bulletins & the Loving with Christ booklets |
| | | Information to be put in the bulletin: use of masks, communion, returning papers, office hours |
| If a side door is used (for wheelchair access or large places of worship), double the staff, posters, tables, disinfectants, leaflets and Living with Christ) | | |
| Confession | | The priest will determine a time and place to meet the needs of the faithful. |
| | | Mandatory mask for the priest and the faithful |
| Celebration | Priest | For the WELCOME, stay in the sanctuary. |
| | | Ambo |
| | Reader who is also a minister of Communion | Lectern |
| Collection | 2-4 people | Disinfect hands before and after collection |
| Altar | | Credence Table near the Altar |
| | | Disinfectant |
| | | Masks |
| Exit | People who were at reception | Direct people to an exit door that is not, when possible, the door through which people enter |
| | Priest, deacon and reader | Exit directly to the sacristy |
| Washrooms | Janitor | Clean between each celebration |
| Clean up between celebrations | 2-4 people | Distribute the work list among the people identified for this task |

The Church has always considered the pastoral care of funerals at the death of one of her members to be important. The funeral liturgy allows us to entrust the deceased person to God, to surround the bereaved family and those around them with solicitude, to strengthen faith in Christ's resurrection and hope in our own resurrection.

The time of the pandemic has disrupted the usual practices of Christian communities in this area, particularly for the celebration of funerals in church. According to public health guidelines, it is becoming possible to open our places of worship to accompany the bereaved and celebrate with them in Christian hope the loss of a loved one.

We will refer to the health protocol for the celebration of Masses to which we will add the following particularities to each section.

The proper rite of funeral can be celebrated either in the context of a liturgy of the Word or in the context of a Eucharistic celebration.

1. GENERAL - PREPARATION OF THE CHURCH:

- 1.11. The font with the sprinkler (or a basin of water) will be placed near the altar.
- 1.12. The cross and/or the paschal candle according to local custom, the coffin, or the table covered with the tablecloth for placing the urn are placed in front of the nave, in front of the sanctuary.

2. FOR THE RECEPTION:

- 2.6. For condolences in the church, depending on the space available, they may take place, and people will see to it that social distancing is respected.
- 2.7. The rite of welcoming the body or ashes at the church door is omitted.

3. FOR THE CELEBRATION:

- 3.13. The entrance procession is omitted.
- 3.14. The Presider waits in the sanctuary, once the people have been placed in their pews, for the pallbearers to bring the coffin or urn of the deceased person if it is not already placed on the table.
- 3.15. The presider will reach out to the mourners through his gaze and the words of welcome from his presidential seat.
- 3.16. There is no eulogy for reasons of hygiene in order to keep the lecterns safe. But a text could be prepared by the family and given to the presider. The latter could integrate it into his speeches: welcome, homily, and farewell.

*If the funeral is not celebrated with the Eucharist,
we omit point 4 "altar and communion"..
of the Protocol for the Safe Re-opening of Places of Worship in Quebec.*

5. FOR THE FINAL FAREWELL AND EXIT PROCESSION:

- 5.6. The presider will do the sprinkling while keeping the distance of 2m from the assembly. In smaller spaces, he does not go around the casket and remains standing in front of it for the sprinkling.
- 5.7. Instead of incensing, out of consideration for those who already wear masks, and considering that there is no Servers, another gesture may be made, such as a blessing with an icon of the Holy Family, the Virgin Mary or other.
- 5.8. All announcements will be made by the Presider.
- 5.9. The exit procession will lead the presider directly to the sacristy, while the bearers will go alone to the church door. The members of the assembly will follow.

6. AFTER THE CELEBRATION:

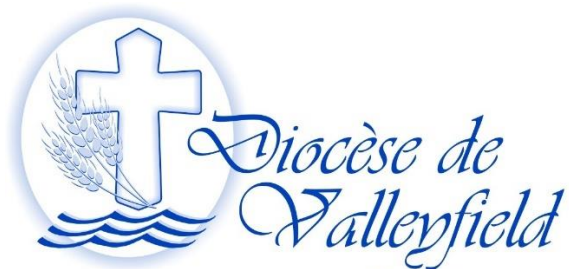
- 6.8. The cross, the paschal candle, the cart or the table that carried the funeral urn will also be disinfected. The tablecloth covering this table will be washed.

7. FOR THE SACRISTY:

- 7.7. Before the celebration, disinfect the cross and the paschal candle, as well as the cart to carry the casket, or the table and the tablecloth covering it to place the urn.
- 7.8. Disinfect the holy water font with the sprinkler (or water basin).

RECTORY TEAM

- Pastoral Care Personnel should work to rethink pastoral activities (catechetical courses, social pastoral care, mourning, the sick).
- Support personnel: see to the layout of the premises to maintain social distance, disinfectant products, protective equipment (masks, visors, etc.), appointment schedule, etc.
- The Fabrique: propose videoconferences.
- Volunteers: train volunteers on the new guidelines.



*Diocèse de
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