



Saint Catherine of Siena Parish

1125 Ferry Street
Martinez, CA 94553-1720
(925) 228-2230

PARISH OFFICE AND CENTER PROTOCOLS

The following are guidelines for anyone entering the Parish Office or Center. All visitors are to be fully aware and comply with office safety protocols when they call to make an appointment to visit.

Before Coming to the Parish Office:

1. Anyone coming to the Parish office should already have administered a self-assessment of their health. If one should have any symptoms listed below, they must stay home. One can call the office for an appointment via phone, email or if needed through Zoom:
 - Do you have a fever of more than 99 degrees?
 - Do you have a sore throat?
 - Are you coughing or sneezing?
 - Are you experiencing body aches?
 - Are you experiencing shortness of breath?
 - Have you been caring for or been in contact with someone who has been diagnosed with or is showing symptoms of COVID-19?

****If you replied NO to all of these symptoms, you may call the office to make an appointment.**

While in the Parish Center and office:

- a. Please sign in.
- b. Masks must be worn at all times.
- c. Only two visitors will be allowed in the parish office at a time.
- d. Visitors without an appointment will be asked to remain outside where the signage indicators are labeled for proper social distancing.
- e. Do not shake hands or engage in any unnecessary physical contact.
- f. Hand sanitizers will be available at the front desk and throughout each common area.
- g. Anyone entering the parish office must sign-in and have their temperature checked with a touchless thermometer.
- h. Once the appointment has concluded, individuals will exit through the library doors to avoid contact with any person waiting to enter the parish office/center.
- i. Any potential money transactions should be prepared in advance. No credit/debit card transactions are available in the office. Cash transactions must be exact. No change is available.

Holy Sacraments and Parish Communication:

- a. All Programs will be conducted through on-line registration
- b. Baptism classes will be provided via the ZOOM social media platform or by telephone if necessary.
- c. All Baptisms will be celebrated on Sunday at 2:30 PM, one family per each Sunday. The Baptism schedule is posted on the website. All reserved dates are on a first-come-first-serve request. All paperwork must be received in the office within two weeks of the initial request date.
- d. Parish Registrations will be available on-line.
- e. Official Parish Communications will be provided through the following social platforms: Weekend Parish Bulletin, Email, Facebook, My Parish App, and the Parish Website www.stcmtz.org
- f. All Official Notifications will be provided by the Parish Office.

Organization and Ministries:

- a. All organizations and ministries are requested to ensure that their members are registered with the parish and provide the appropriate volunteer forms to the office.
- b. A member roster (name, email address, phone) is to be provided by each parish ministry and organization to the parish office by August 1st.
- c. Meetings of 6-8 persons Maximum will be allowed effective August 1st or according to county and state requirements.
- d. We encourage our organizations and ministries to continue utilizing social media platforms for their monthly meetings.
- e. NO food is to be allowed at any meeting.
- f. Everyone attending a meeting are required to have their temperature checked and will be required to sanitize or wash their hands before proceeding to the meeting area or room.
- g. Cleaning and sanitizing supplies will be provided inside the meeting room.
- h. Organizations and ministries will be responsible for the cleaning and disinfecting of all utilized space. A checklist will be provided to be filled out for each meeting
- i. All are encouraged to bring their own personal pens and supplies. Use of Parish Equipment is limited to staff.
- j. Organizations and Ministries are required to identify one individual who will be responsible for the following:
 - Completing the Meeting Scheduler Form
 - Ensure social distancing protocols are followed
 - Take temperatures of those attending the meeting
 - Monitor handwashing of participants
 - Facilitate the sanitizing and disinfecting of the facility at the conclusion of the meeting.
 - Provide a roster list and the sign-in sheet of the meeting participants to the Parish office.