






ROMAN CATHOLIC CHURCH IN THE STATE OF HAWAII  
**DIOCESE OF HONOLULU**  
 WITNESS TO JESUS

**Guidelines for Parish Ministries**  
**“Act With Care” and “Recovery” Impact Levels**  
**in the State of Hawaii**  
**June 12, 2020**

**Impacts to Daily Life from Stabilization to Resilience**

(Impact level may vary by County)

Impact to Daily Life	STAY AT HOME (Major Disruption)	SAFER AT HOME (Moderate Disruption)	ACT WITH CARE (Minor Disruption)	RECOVERY (Minimal Disruption)	NEW NORMAL (No Disruption)
 Face Coverings	← Follow recommended Safe Practices →				
 Stay at Home	Stay at home except for essential activities	High-risk populations* and kūpuna recommended to stay at home			High-risk populations and kūpuna exercise caution when in public
 Gatherings	No gatherings	No gatherings over 10 and maintain >6ft physical distance	Gatherings up to 50 and maintain >6ft physical distance	Maintain >6ft physical distance	

\*High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled), including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility. May 18, 2020 10

**Preparation for and Celebration of the Sacraments of Initiation, First Penance, and Matrimony**

Remote and Immediate Preparation

Sacramental catechesis and faith formation are essential prior to receiving the sacraments. Parishes are urged to find creative ways to engage in the preparation process through virtual gatherings or other practical means. If a gathering is necessary, the number of persons may not exceed limits set by the county and must adhere to social distance requirements.

Larger gatherings are permitted IF they are directly related to the immediate preparation of the sacraments (e.g., practice receiving the Body of Christ with an unconsecrated host) and adhere to the safety measures outlined in these guidelines.

Retreat: Overnight retreats are not permitted on diocesan property.

Conferral of Sacraments

The conferral of sacraments may take place following the “Guidelines from Bishop Larry Silva, Bishop of Honolulu, for the Reopening of Catholic Churches in Hawaii During the COVID-19 Pandemic” (May 22, 2020) <https://www.catholichawaii.org/media/649918/bishops-letter-re-reopening-of-churches.pdf>

## **Meetings and Ministry Gatherings**

Parish ministries (i.e., finance and pastoral councils; liturgical, family, youth/young adult ministries, etc.) are permitted to meet IF they do not exceed county limits for gatherings and adhere to the safety measures outlined in these guidelines.

Associations of the Faithful may meet at the parish. No other groups are permitted.

Church offices may physically re-open to the public with safety measures.

## **Centers for Disease Control Guidelines**

Parishes are required to adhere to the following guidelines based upon information provided by the Centers for Disease Control:

### Cleaning and Sanitizing

- Conduct a thorough and detailed cleaning of the meeting space, with focus on high-contact areas (e.g., equipment, sacramentals).
- Sanitize high-touch surfaces before and after sessions (e.g., door handles, tables, chairs).
- Clean and sanitize restrooms regularly based on frequency of use.
- Disinfect tables and chairs before and after each session.
- Provide hand sanitizer or wipes.
- Avoid use of items (e.g. rugs, mats) that are not easily cleaned, sanitized, or disinfected.
- Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before cleaning or disinfecting to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants. Keep disinfectant products away from children and stored in a secured area.
- If needed, arrange to store individual parish-owned items (e.g. reusable name tags, books, and other resources) in individually labeled storage bags and clean after each use.

### Physical Distancing

- Maintain six feet of physical distance between non-household participants.
- Establish arrival and departure procedures.
- Establish entrance and exit procedures.
- If needed, implement delayed or staggered schedules, including dismissal and time spent outdoors and for any communal spaces.
- Establish room capacity.
- Limit movement and intermingling of groups across facilities.
- Turn desks to face in the same direction (rather than facing each other) or have participants sit on only one side of tables, spaced apart.
- Participants are to store their own individual water bottles or food items.

- If food is offered at any event, have pre-packaged boxes or bags for each person instead of a buffet or family-style meal. Avoid sharing of food and utensils.
- If possible, participants are to bring their own supplies to minimize sharing of high touch materials to the extent possible or limit use of supplies and equipment by one person at a time and clean and disinfect between use.

### Health and Safety

- Post [visual reminders](#) of personal hygiene practices.
- Train all ministry staff on [symptom detection](#) and [prevention](#).
- Anyone with cold symptoms, high temperatures or suspicious rash will need to remain at home until symptom free without medication for 48-hours. Anyone who becomes ill during a session will wait away from others in a designated area. Keep minors under adult supervision. Anyone who is sick must be picked up by a parent or depart the facility within 30-minutes of onset of illness.
- All persons must wear a face mask and wash hands frequently.
- Per CDC guidelines, anyone with trouble breathing should not wear a mask. A written medical exemption from a U.S. registered physician is required.
- An ambulance will be requested by a program leader for anyone whose life is at risk (such as fever >103, difficulty breathing, unable to speak, has increasing severe pain, and other perceived life-threatening symptoms).
- Notify local health officials, teachers, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- Require participants and facilitators to quarantine per Hawai'i public health guidelines if exposed or suspected exposure to COVID-19.

### Facility safety

- Limit visitors to the program.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors, using fans, and other methods.
- Have trained back-up facilitators in order to maintain sufficient program staffing levels.
- Verify that participants and facilitators who have traveled outside of Hawaii have not experienced COVID-19 symptoms for a minimum 14 days prior to return (for children in care, program leaders will need to verify with the parents of the child of any experienced symptoms the child may have).
- Program leaders will provide ample gloves, cleansers, hand soap, hand sanitizer, disinfectants and disinfectant wipes to meet cleaning/sanitizing/disinfecting requirements.

### Participant Expectations

- Post [signs](#) throughout the facility on shared responsibilities (including proper hygiene and sanitization, face coverings and information for reporting concerns).

Use communication methods (such as email, text messages and/or notices) to educate others on what to expect when at the facility.

#### Staff Support

Conduct training on cleaning, sanitation and safety protocols prior to program re-opening and on an as-needed basis to remain informed of state recommended policy changes.

Pastors and program leaders will be responsible for responding to COVID-19 concerns. Facilitators will know who the pastor and program leader and how to contact them.

Questions or concerns should be directed to:

Religious Education

Jayne Mondoy

[jmondoy@rcchawaii.org](mailto:jmondoy@rcchawaii.org) (808) 203-6745

Youth & Young Adult Ministries

Lisa Gomes

[lgomes@rcchawaii.org](mailto:lgomes@rcchawaii.org) (808) 203-6743

Rites for Christian Initiation of Adults (RCIA)

Dcn. Modesto Cordero

[mcordero@rcchawaii.org](mailto:mcordero@rcchawaii.org) (808) 585-3342

Matrimony

Fr. Mark Gantley

[mgantley@rcchawaii.org](mailto:mgantley@rcchawaii.org) (808) 203-6766

Human Resources

Dara Perreira

[dperreira@rcchawaii.org](mailto:dperreira@rcchawaii.org) (808) 585-3306