



Diocese of San Jose

- ▶ Reopening Plan

Introduction

The Diocese of San Jose (DSJ) has been diligent in its planning for a reopening of indoor religious services for the last several months engaging a variety of taskforces to develop guidelines for parishes and schools.

The Diocese of San Jose has 54 parishes, 28 schools and administrative offices.



The Diocese of San Jose has developed guidelines for the resumption of public worship following State and Public Health orders by ensuring the following:

1. Conducting risk assessment and protection for all staff and members
2. Ensuring employee and volunteer training to help prevent the spread of COVID
3. Implementing control measures and health screenings
4. Sanitizing and disinfecting measures at all locations
5. Following all social distancing and face covering requirements



- ✓ We have developed three (3) committees to carefully review and create written guidelines for Administrative, Parish and School reopening, while respecting the sacredness of our religious services
- ✓ We have in place three (3) sets of guidelines for reopening putting the safety of our employees, volunteers, parishioners and community as first priority



- ✓ We have purchased PPE equipment and supplies for all of our locations
- ✓ All of our facilities are preparing their sites with required signage and postings to help facilitate a safe environment for all



- ✓ We have implemented an Employee and Volunteer training on Social, Health and Safety Protocols, Human Resource Sick and Remote work policies and other Risk Management topics across all of our locations and following Public Health guidelines
- ✓ We are prepared to reopen pending as DSJ deems safe and under Public Health Department advisement.





**QUESTIONNAIRE RELATING TO THE ECONOMIC RECOVERY
PHASES OF COVID-19 AND PLANS, GUIDELINES, AND NEEDS
RELATIVE TO THE SAFE OPENING OF BUSINESSES AND OTHER
INSTITUTIONS**

Company/Organization Name: Roman Catholic Diocese of San Jose
Industry/Sector: Religious/Faith-based
Date: 6/4/2020

1. Are you open or partially open? **No**
- a. Are you an essential business? **Yes**
- b. Are you open under an exception such as: **Yes**
- i. Outdoor Business?
- ii. Pickup/Delivery?
- iii. Curbside Retail?
- iv. Food Distribution?
- c. Have employees and customers cooperated with the health safety protocols? **Yes**
- d. To your knowledge, have employees or customers become infected with COVID-19? **No**
2. How many of your activities can be moved outdoors? **Minimal**
3. For indoor activities:
- a. How can social distancing be maintained at points of ingress and egress, where people normally cluster?
Through signage, volunteers, etc.
- b. How can employees and visitors be protected from transmission of the virus (e.g., no-touch temperature checks, hand sanitizer, masks, and face shields)?
Training, signage, health assessments, sanitizing equipment
- c. How will Personal Protective Equipment (such as face covering and gloves) and hand sanitizer be provided before entry?
Health questionnaires, face covering required for entry, sanitizing stations in all visitor and employee areas, when necessary masks will be

provided, in pickup and dropoff areas to reduce traffic.

- d. Can the times of activities be staggered to reduce the amount of people gathered at any one time?

Yes

- e. Can customers make appointments to gain entry while inside capacity is restricted?

Yes

- f. How can social distancing be maintained inside your premises?

We are following all State and County requirements.

We are staggering employees schedules and implementing remote work where possible, all sanitizing efforts are in place, reduced visitors by appointment, training of staff and volunteers, closing of conference rooms and gathering places, written protocols completed for all staff.

4. What is your plan to acquire and distribute Personal Protective Equipment (like masks and gloves) and testing to your employees?

We have ordered and received PPE, put into place health questionnaires for employees, written protocols and employee required training. We have strong illness protocols in place as well. Employees are encouraged to be tested, we are collaborating with the city to create testing sites in our key locations.

5. How can you adapt to accommodate different size gatherings that may be allowed by the Public Health officer? (Smaller gatherings are likely to be allowed before very large ones.)

We have been working weekly for months with all of our 54 parishes, 28 schools to establish strong protocols for gradual reopening of all of our sites, following Department of Health guidelines. We are ready to open in a gradual manner. We have put together 3 committees who have established written protocols for office, religious services, and school reopening.

6. To meet the need for possible contact tracing, how would you maintain lists of employees and visitors with their contact information for contact tracing? (It is understood that lists of attendees would only be provided in the event of an infection that needed to be traced, and then only to public health personnel trained in medical confidentiality.)

We have implemented sign-in sheets for our office settings, some of our parishes will do online registration for religious service gatherings, our virtual zoom events are documented. We will do the best we can to take all precautions.

7. In order to assist safe and productive re-opening, what are your needs relative to:

a. Regulation? N/A

b. Licensure? N/A

c. Childcare?

We operate 28 primary & secondary schools.

d. Housing?

We have seen an increase in households with housing needs post pandemic, many have lost their jobs and many are vulnerable populations.

e. Digital Inclusion?

We have many needs in our schools and parishes, especially in our most vulnerable communities to access information digitally and through wi-fi. Many of our children and communities have limited technology.

f. Commute-Free Working?

We have established protocols.

8. If you have been opened or partially opened, what challenges have you experienced?

The cost of added supplies and equipment required to safely and responsibly opening has been a financial drain on our locations, especially in our vulnerable locations and schools.

Moving from a traditional school and worship to digital has been a challenge.

9. If you have been opened or partially opened, how has the community's

adherence and response to the COVID health safety protocols been?

We have found the majority of people taken careful precaution and understanding our new protocols, but great frustration in seeing other businesses open and religious services not able to do so even responsibly.