



Expanded Parish Reopening Protocol

Conference Meeting Rooms

The Parish Re-Opening Committee in consultation with Fr. Gifford has decided to make some of our meeting rooms available to use starting on March 1st 2021. These rooms are for church groups to meet as part of our Expanded Parish Re-opening. For any groups that previously had a reserved date and time prior to the closing last November, must first contact the parish office by email (church@saintmalachy.org) to either confirm the previous reservation or ask for another date and time. The office will hold these previous reservations and await confirmation until the end of business on Friday, 05March2021. At that time, if the reservation is not confirmed, the time and date slot will be released for others to book.

ROOM RESERVATIONS

New request to use one of designated social distance rooms within St. Malachy for meetings will require first contacting the parish office (church@saintmalachy.org) with the request. To reserve a room the group contact person or group leader would need to email the parish office with the request and provide the following information.

- 1) Name of the group that will be meeting.
- 2) The purpose of the meeting.
- 3) The contact person with phone number and email address.
- 4) How many people are expected in attendance.
- 5) Date, time and length of the meeting and frequency if re-occurring (weekly, monthly, etc.).

A reservation will then be made on the church calendar provided there are rooms available. The room reservation will be emailed to the contact person for confirmation.

Priority will be given to our church related activities first. (e.g., CCD, Confirmation classes, First Communion classes, parish committee meetings, etc.) Therefore, please be flexible on dates and times; even after you are scheduled tentatively to accommodate everyone.

The Parish office will schedule a meeting room to best fit your needs in terms of the number of people.

St. Malachy Catholic Church

ROOM SETUP

Each conference room is setup with tables and chairs that are preset to stations that comply with COVID-19 social distancing space requirements of 6ft. The room also has sanitizing wipes and waste baskets to be used to disinfect the room after the meeting.

COVID-19 ROOM CAPACITY

The rooms have been set up for social distancing and have tables and chairs already stationed at spread out locations. The meeting rooms that will be available and their COVID-19 based seating capacity are listed below:

- Youth Lounge Mtg. Room 24 people
- Parish Mtg. Room-A 18 people
- Narthex Library 4 people
- Parish Mtg. Room-C 8 people

COVID-19 PROTOCOLS

Any group using a room will be required to follow the procedures listed below:

- The meeting contact person or group leader is responsible to see that all the COVID-19 protocols listed below are followed.
- Digital Thermometers are available at the two entrances to the Narthex. It is suggested all meeting attendees have their temperature taken before entering. If used, please sanitize the thermometers, and then return them back to the storage box located at the church entrance.
- Face masks are required to be always worn over the nose and mouth throughout the time you are in the Church, Narthex, and including in your meeting room for the duration of the meeting.
- No food, snacks or drinks are allowed in the building or the meeting room at any time.
- Always maintain social distancing space of 6ft. before, during and after your meeting.
- At the close of the meeting, everyone is required to sanitize and clean their area with the disinfectant wipes that will be available in the room.

NOTE: *Tables are **NOT** to be moved.*

St. Malachy Catholic Church

CHURCH HOURS

The church is normally open:

Mondays:8:00 AM to 8:00 PM

Tues -Thurs:8:00 AM to 3:00 PM

Fridays:.....8:00 AM to 1:00 PM

If the request is for a room after these hours, special arrangements will be required to unlock the church for access to the meeting room. For these after-hours meetings, the contact person would be responsible for opening the doors before the meeting and then turning off all lights and locking up the church doors and returning the loaner key before they leave.

For further questions or clarification please contact the Parish Office in person, by email at church@saintmalachy.org or by phone at (309) 944-5393