This document is intended to accompany the latest (attached) memorandum from the Office of Worship of the Archdiocese of St. Paul and Minneapolis, and to explain the application of these directives to our parish. All practices outlined in this document are proffered in addition to the directives of the Office of Worship.

Please contact the Plan Administrator, Samuel Backman, Director of Sacred Music & Liturgical Life, at sam@ourholycross.org or 612-930-0864, with any questions.

I. Preparing to attend Mass at Holy Cross Church
   a. Persons who are symptomatic, and those living with them, must stay home.
   b. Those over age 65 and those with preexisting health conditions should continue to stay home at this time and avoid public gatherings, but all are encouraged to participate by live-stream.
   c. All persons present at Holy Mass (including clergy during distribution of Holy Communion) are absolutely required to wear face masks.
   d. Please plan to arrive no later than 15 minutes before the start of Mass.
   e. At Masses where confessions are heard prior, penitents should follow signage and direction of ushers.
   f. Attendees are encouraged to use the restroom before coming to Mass.
      i. If Holy Cross restrooms are used, it is crucial that congregants keep a minimum of 6 feet from one another, using the floor markings as a reference point.
   g. All Mass attendees are required to enter through the south door near the parking lot and rectory. Doors will be propped by ushers to facilitate easy entrance without touching surfaces.
   h. Mass attendees will be directed by the ushers to enter pews by the side aisles.

II. During Mass
   a. To ensure that pews are not to densely occupied, their seated capacity is limited to:
      i. One family unit (or household) per pew; or,
      ii. Two smaller units (1-2) people on opposing ends of the same pew.
   b. Every other pew remains roped off to ensure sufficient distance between persons
   c. Parishioners are asked to remain in their pew with masks on for the duration of Mass.
   d. Congregational singing and overall use of music (other than instrumental use of organ) will be at a minimum.

III. Overflow Seating in Kolbe Hall
   a. In the event that Mass attendance exceeds 150 persons OR the volume limitations outlined in Section II-a, a limited number of persons will be redirected to Kolbe Hall for overflow seating.
   b. Ushers will direct persons to their seats in Kolbe Hall where live-stream video will be provided.
IV. **After Mass**
   a. Congregants who DO wish to receive communion should stay seated following Mass and follow the protocols outlined below in Section IV-d of the present document.
   b. Congregants who do NOT wish to receive communion following Mass may exit by means of the side aisles through the back of church, out to University Ave.
   c. Those requiring handicap accessibility should utilize the south doors.

V. **Receiving Communion**
   a. Holy Communion will be distributed only to clergy and assisting ministers in the sanctuary during Mass.
   b. For other congregants, reception of Holy Communion will take place immediately following the final blessing and dismissal of the Mass.
   c. Congregants will remain in their pews until signaled by an usher to proceed forward by the appropriate aisle. Congregants should heed floor markings to ensure a safe distance is kept.
      i. Communicants should not cross the line at the front of the pews or approach the priest/deacon for communion until the person in front of them has safely cleared the communion station.
   d. In keeping with Section VII of the memorandum from the Archdiocese, the faithful should:
      i. Utilize the provided hand sanitizer immediately before receiving Communion.
      ii. Remained masked until, after saying “Amen,” it is time to consume the sacred host.
      iii. Congregants should extend their hands as far as possible towards the minister.
   e. Clergy will take special care to sanitize hands prior to distribution and if there should be any inadvertent touches of communicants. Clergy will also remove their outer vestment prior to distribution of Holy Communion.
   f. Following reception of Communion, congregants are welcome to exit by means of whichever side door (south or north) is nearest to them, or return to their pew for silent prayer.
      i. When exiting, congregants should be careful not to linger or create congestion.
      ii. Ushers will ensure that traffic is smoothly controlled.

VI. **Sanitation of Church before and after Mass**
   a. Following Mass, parish staff and volunteer ushers will wipe down surfaces, pews, handrails, ambos, chairs, door knobs, push plates, etc.
   b. Bathrooms will be sanitized after each liturgy and at regular intervals throughout the week.
   c. Liturgical vessels and vesture are to be regularly cleaned.
   d. Each priest will use his own designated chalice.
   e. Holy Water fonts remain empty and unused.
   f. Hymnals and other handheld items are stored away at this time.