

Meetings in the Parish Center

Parish Leaders and Groups

1. Parish leader completes calendar request forms for the meeting or event and submits to the Parish Office. Forms can be obtained on the OLG website, outside the sacristy on the bulletin board, outside the Religious Ed office and/or by calling the parish office.
2. Parish leader will provide a floor plan request that will meet protocols. Leaders will email attendees with meeting invite and information regarding OLG COVID operational guidelines. (Masks are encouraged and all meeting venues will have social distance seating and open seating.) Attendance sheet is to be completed at meeting and returned to the drop box outside the Religious Ed office or the Parish Office drop box after the meeting.
3. The building will have a smoke free environment and no alcohol on premises.
4. Parish leaders will be responsible to ensure all COVID protocols are adhered to for their meeting. Leaders must be informed about all safety requirements. It may be recommended that at least two members of each group be certified by Catholic Mutual insurance regarding COVID, safety information and parish directives.
5. Each room will be supplied with hand sanitizer, wipes, cleaning supplies and attendance sheets.
7. Once all the attendees arrive the door to the building should be locked. Leaders should have a contact person with cell number for attendees that arrive late to the meeting.
6. Bathroom Policy - Cleaning supplies and signage will be located outside the bathroom. Handicap Bathrooms will be available for use during functions. Attendees will be responsible for making sure the bathroom room is cleaned before they exit the restroom. The attendee will sanitize hands before reentering the meeting. Parish Leaders should check both restrooms before leaving the building to ensure it is left tidy and lights are off.
8. Once the meeting is adjourned the meeting room is to be wiped down with provided cleaning supplies. You should ask for volunteers to assist with the cleaning after the meeting. Leaders should confirm all rooms are left tidy, lights off and doors are locked.
9. The attendance sheet should be turned into the parish center office drop box or parish office drop box (on the garage).
10. Incident report is included. Please complete and return it to the lock box with attendance sheet if used.