

I. Introduction

A. Letter from Pastor/MPL

B. Overview of Issue

We live in an increasingly interconnected world: what affects a community in one part of our globe affects all of us. Telecommunications have made us aware of events in every part of the world, and the availability of world travel has connected us all in a very immediate way.

With such interconnectedness comes both threat and opportunity. Among the threats is the potential spread of world-wide infectious disease, specifically an influenza pandemic. Most experts believe that influenza pandemics are inevitable. They naturally recur at more or less cyclical intervals two to three times per century. And while outbreaks don't occur at predictable intervals, many believe we are "overdue" for the next outbreak.

The World Health Organization (WHO) made this statement in January, 2006:

"The world is now closer to another influenza pandemic than at any time since 1968, when the last of the previous century's three pandemics began."

WHO makes this statement because experts agree that the current avian flu virus (H5N1) has the potential for mutating into a human-to-human transmitted virus that could trigger a global influenza pandemic.

The very interconnectedness that amplifies the threats, however, also provides unprecedented opportunities. Dr. Margaret Chan, WHO Director of Communicable Diseases, states that, "For the first time in human history, we have a chance to prepare ourselves for a pandemic before it arrives...It is incumbent upon the global community to act now."

This plan is our effort as a diocese to act in anticipation of an influenza pandemic so that we can 1) assist in its prevention and 2) respond quickly both organizationally and pastorally in the event of its occurrence. It is our strategy to create a plan for the health, organizational and pastoral issues that we can currently foresee, allowing us to then respond effectively and efficiently to the unknowns of a pandemic crisis, should one occur

We have created this plan to follow the escalating alert stages of a potential pandemic: Pre-Pandemic, Imminent Pandemic, Pandemic Period and Post-Pandemic. We will be guided by world, U.S. and local government public health agencies in our definition of those terms and our responses to the stages of alert. We will, of course, work closely with our local public health agency, following their directives.

As with any disaster preparedness, we anticipate and make plans with the hope that we will never have to initiate implementation. So, too, with this plan.

C. Definitions

Influenza is an acute, contagious viral infection characterized by inflammation of the respiratory tract and by fever, chills and muscular pain.

- **Seasonal (or common) flu** is a predictable human virus (that changes every year), typically seen in winter months. It is transmitted person-to-person and some people can have some immunity – or protection – against it. Vaccines for seasonal flu are developed every year.
- **Avian (or bird) flu** is a non-human virus that causes illness in birds. It is very contagious among birds; wild birds carry the virus and can infect domesticated birds. The H5N1 variant can be transmitted to humans through close contact (feathers and feces) with infected birds. There is presently no human immunity and no vaccine.

Antiviral is a medication (e.g., Tamiflu) that destroys or inhibits the growth and reproduction of viruses. Antiviral vaccines work best as post-exposure prophylaxis, less well for ill persons. Antivirals are currently in short supply – with enough for less than 2% of the population.

Epidemic is an outbreak of contagious disease that spreads rapidly and wildly.

Pandemic is an epidemic that spreads person-to-person over a wide geographical area and affects a large portion of the population.

WHO is the World Health Organization, the United Nations specialized agency for health established in 1948. Please see WHO phases of Pandemic Alert next page.

D. WHO Phases of Alert

Interpandemic Period

- Phase 1** No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low.
- Phase 2** No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza subtype poses a substantial risk of human disease.

Pandemic Alert Period

- Phase 3** Human infection(s) with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact. (This is the current alert level as this plan is being written.)
- Phase 4** Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting the virus is not well adapted to humans.
- Phase 5** Larger cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk)
- } Pre-Pandemic
- } Imminent Pandemic

Pandemic Period

- Phase 6** Pandemic Phase: increased and sustained transmission in the general population
- } Pandemic Period

Post-Pandemic Period

- Return to Interpandemic Period (Phase 1)
- } Post Pandemic

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II. Parish Operations

A. Stage I - Pre-Pandemic Policies and Procedures

1. **Policy:** Parish leadership will form a committee to assess parish preparedness for pandemic influenza, to develop needed and mandated plans for preparation and to assist in and monitor the implementation of those plans.

Procedure: The Parish Pastoral Council will create a plan document in keeping with diocesan policies and procedures outlining the necessary preparation and response in the event of an outbreak of pandemic influenza.

a) The Parish Pastoral Council will prepare policies and procedures relevant to parishes in the event of an outbreak of pandemic influenza.

b) The Principal will prepare policies and procedures relevant to schools in the event of an outbreak of pandemic influenza. See *Appendix A*.

c) The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will develop and maintain educational and communication vehicles and procedures to ensure that parishioners, parish staff and the chancery remain informed regarding the pandemic plan and operational procedures in the event of an outbreak of pandemic influenza. See *Appendix B*.

d) The Parish Pastoral Care Committee along with the parish, in-residence and supply clergy will develop procedures for the care of parishioners as well as clergy, both active and retired, in the event of an outbreak of pandemic influenza. This will include hygiene and safety protocols for all those providing pastoral care such as sick calls and bereavement counseling. See *Appendix C*.

e) The Director(s) of Religious Education will prepare procedures relevant to faith formation programs in the event of an outbreak of pandemic influenza. See *Appendix D*.

f) The Parish Liturgy Committee will prepare procedures relevant to liturgical practices in the event of an outbreak of pandemic influenza. See *Appendix E*.

g) The Diocesan Director of Personnel will develop employment policies and procedures that address issues such as transfers, redeployment, layoffs, and continuation of benefits in the event of an outbreak of pandemic influenza. See *Appendix F*.

h) The Parish Finance Council will prepare fiscal policies and procedures that would take effect in the event of an outbreak of pandemic influenza. See *Appendix G*.

i) The Parish Facilities Committee, or maintenance staff in the absence of such a committee, will prepare procedures for maintenance of all parish owned and operated facilities in anticipation of an outbreak of pandemic influenza. Current housekeeping practices are to be reviewed and extraordinary cleaning and disinfecting protocols are to be planned in the case of imminent pandemic. See *Appendix H*.

2. **Policy:** Parish leadership will follow the recommendations and mandates of the County of Santa Clara Public Health Department in the preparation for and response to a potential influenza pandemic.

Procedure: The Parish Pastoral Council will establish strategic contact with the diocesan liaison to the County of Santa Clara Public Health Department in order to maintain reciprocal communication and stay current with the County Pandemic Plan.

3. Policy: The Pastor/MPL will mandate that parish employees and non-staff leaders of ministries participate in educational sessions and adhere to all applicable pandemic preparation policies and programs.

Procedure: The Pastor/MPL, or his/her delegate, will schedule mandatory meetings to promulgate policies and programs in preparation for and response to the risk or presence of pandemic influenza. See *Appendix B*.

4. Policy: A budget will be established by the Parish Finance Council and sufficient resources will be purchased and stockpiled in order that essential parish functions may continue in the event of continuity of operations situation.

Procedure: The Parish Pastoral Council will compile a list of necessary resources and begin to store necessary supplies. A minimum three week supply should be stored and rotated. See *Appendix I*.

5. Policy: The Parish Pastoral Council, with input from parishioners, will identify essential functions that enable the parish to provide vital services to parishioners and other constituents.

Procedure: Parish Staff heads will identify the current functions of their areas of responsibility. The Parish Pastoral Council will distribute a survey to parishioners querying them regarding which of those functions and resources they consider essential to their ongoing ability to provide ministry and administration in the event of a disaster. See *Appendix J*.

6. Policy: The Pastor/MPL will delegate the authority to make key decisions in a continuity of operations situation.

Procedure: See *Appendix K* for the list of individuals delegated to make key decisions in the parish.

7. Policy: The Pastor/MPL will designate an order of succession for authority and responsibility in the event that leadership is incapacitated or unavailable in an urgent or emergency situation.

Procedure: This designation will only go into effect if the parish leadership is incapacitated. See *Appendix L*.

8. Policy: The Pastor/MPL, or his/her delegate, will assess the capability of and make preparations for off-site operations and alternative work schedules in order to continue essential functions in the event of an outbreak of pandemic influenza.

Procedure: The Parish Pastoral Council will survey parish staff and non-staff leaders of ministry areas to determine which functions may be completed off-site or during alternative work schedules, and will provide necessary resources to affect such plans.

9. Policy: The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will identify critical communication systems to support essential functions and connectivity to the internal organization (parish), external organizations (chancery, etc.) and the public during a pandemic.

Procedure: Pre-determined communication channels specific to the dissemination of pandemic information will be identified and published to parishioners, school families and other agencies. Critical communication systems and the plans for their support are outlined in *Appendix B*.

10. Policy: The Pastor/MPL, or his/her delegate, with the assistance of the Parish Pastoral Council, will plan and execute drills to prepare personnel and demonstrate, assess and improve the ability to execute plans and programs during an emergency.

Procedure: The Pastor/MPL, or his/her delegate, will run announced drills to implement the plan. The Parish Pastoral Council will review the results and revise the plan or recommend additional resources as necessary.

11. Policy: Parishes, schools deaneries and cemeteries are to report their progress in complying with these policies to the diocese. In addition, parishes and deaneries will report their experiences during the pandemic to the diocese.

Procedure: The diocese will develop a planning and reporting forms that each parish, school, deanery and cemetery will use to report their preparedness to the diocese. The forms shall be filled out and submitted 30 days after the promulgation of this plan. The parish forms are to be returned to the Director, Office of Parish and Planning and the school forms are to be returned to the Superintendent of Schools. See *Appendix M*.

B. Stage II -- Imminent Pandemic Policies and Procedures

1. Policy: Parish leadership will form a committee to assess parish preparedness for pandemic influenza, to develop needed and mandated plans for preparation and to assist in and monitor the implementation of those plans.

Procedure: The Parish Pastoral Council will review the plan document for practical updating and promulgate the updated plan via the communications vehicles and procedures in place for this process.

a) The Pastor/MPL will direct parish staff and non-staff leaders of ministries to implement plan elements/directives as necessary.

b) The Principal will direct school staff to implement plan elements/directives as necessary. See *Appendix A*.

c) The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will oversee regular educational and communications updates, utilizing predetermined communications vehicles and procedures, to ensure that parishioners, parish staff and the chancery remain informed regarding the pandemic plan and operational procedures. See *Appendix B*.

d) The Parish Pastoral Care Committee along with the parish, in-residence and supply clergy will implement plan elements/directives as necessary. This will include hygiene and safety protocols for all those providing pastoral care such as sick calls and bereavement counseling. See *Appendix C*.

e) The Director(s) of Religious Education will assist catechetical program staff to implement plan elements/directives as necessary. See *Appendix D*.

f) The Parish Liturgy Committee will assist clergy, liturgical ministers and parishioners to implement plan elements/directives as necessary. See *Appendix E*.

g) The Pastor/MPL will prepare to implement employment policies and procedures that address issues such as transfers, redeployment, layoffs, and continuation of benefits specific to the influenza pandemic. See *Appendix F*.

h) The Parish Finance Council will prepare to implement fiscal policies and procedures that would take effect at the point of outbreak of pandemic influenza. See *Appendix G*.

i) The Parish Facilities Committee, or maintenance staff in the absence of such a committee, will implement procedures for the maintenance of all parish owned and operated facilities, including extraordinary cleaning and disinfecting protocols. See *Appendix H*.

2. Policy: Parish leadership will follow the recommendations and mandates of the County of Santa Clara Public Health Department in the preparation for and response to a potential influenza pandemic.

Procedure: The Parish Pastoral Council will maintain strategic contact with the diocesan liaison to the County of Santa Clara Public Health Department and disseminate essential information to parishioners and other agencies through pre-determined communication channels outlined in *Appendix B*.

3. Policy: The Pastor/MPL will mandate that parish employees and non-staff leaders of ministries participate in educational sessions and adhere to all applicable pandemic preparation policies and programs.

Procedure: No meetings/gatherings will be held once the threat of pandemic is imminent. All education and communications will take place through predetermined vehicles and procedures outlined in *Appendix B*.

4. Policy: A budget will be established by the Parish Finance Council and sufficient resources will be purchased and stockpiled in order that essential parish functions may continue in the event of continuity of operations situation.

Procedure: The Parish Pastoral Council will assign a member to regularly review the stock of necessary resources and supplies for freshness and completeness. A minimum three week supply should be available. See *Appendix I*.

5. Policy: The Parish Pastoral Council, with input from parishioners, will identify essential functions that enable the parish to provide vital services to parishioners and other constituents.

Procedure: The Parish Pastoral Council will distribute the plan document to parishioners, including an outline of the functions and resources they can expect to receive from the parish in the event of a disaster. See *Appendix J*.

6. Policy: The Pastor/MPL will delegate the authority to make key decisions in a continuity of operations situation.

Procedure: The Pastor/MPL will review the list of individuals delegated to make key decisions and update as appropriate. The list will be promulgated as part of the updated plan distributed at the point of imminent pandemic outbreak. See *Appendix K*.

7. Policy: The Pastor/MPL will designate an order of succession for authority and responsibility in the event that leadership is incapacitated or unavailable in an urgent or emergency situation.

Procedure: The Pastor/MPL will review the order of succession for authority and responsibility as appropriate. The list will be promulgated as part of the updated plan distributed at the point of imminent pandemic outbreak. See *Appendix L*.

8. Policy: The Pastor/MPL, or his/her delegate, will assess the capability of and make preparations for off-site operations and alternative work schedules in order to continue essential functions during pandemic.

Procedure: Parish Staff and non-staff leaders of ministries will begin implementing off-site and/or alternative work schedules.

9. Policy: The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will identify critical communication systems to support essential functions and connectivity to the internal organization (parish), external organizations (chancery, etc.) and the public during a pandemic.

Procedure: The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will begin implementation of plan elements to support critical communications systems identified in *Appendix B*.

10. Policy: The Pastor/MPL, or his/her delegate, with the assistance of the Parish Pastoral Council, will plan and execute drills to prepare personnel and non-staff leaders of ministries and demonstrate, assess and improve the ability to execute plans and programs during an emergency.

Procedure: The Pastor/MPL, or their delegate, and Parish Pastoral Council, will discontinue announced drills.

11. Policy: Parishes, schools deaneries and cemeteries are to report their progress in complying with these policies to the diocese. In addition, parishes and deaneries will report their experiences during the pandemic to the diocese.

Procedure: Once the pandemic is recognized as imminent, each parish, school, deanery and cemetery will report their preparedness to the diocese, using the forms prepared for this purpose. The parish forms are to be returned to the Director, Office of Parish and Planning and the school forms are to be returned to the Superintendent of Schools. See *Appendix M*.

C. Stage III - Pandemic Period Policies and Procedures

1. Policy: The Pastor/MPL will form a committee to assess parish preparedness for pandemic influenza, to develop needed and mandated plans for preparation and to assist in and monitor the implementation of those plans.

Procedure: The Parish Pastoral Council will designate members and other appropriate individuals to monitor plan elements for effective implementation and will cross-communicate regularly to determine necessary revisions of plan and support for its implementation.

- a) The Parish Pastoral Council will monitor and assist the parish to implement plan elements/directives as necessary.
- b) The Principal will monitor and assist school faculty to implement plan elements/directives as necessary. See *Appendix A*.
- c) The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, utilizing all communication vehicles will ensure that updates, revisions and additions to the plan are promulgated to parishioners, parish staff and the chancery. See *Appendix B*.
- d) The Parish Pastoral Care Committee along with the parish, in-residence and supply clergy will implement plan elements/directives as necessary. This will include monitoring the care and well-being of clergy, both retired and active, and that protocols for sick calls and bereavement counseling are adhered to. See *Appendix C*.
- e) The Director(s) of Religious Education will monitor and assist catechetical staff to implement plan elements/directives as necessary. See *Appendix D*.
- f) The Parish Liturgy Committee will monitor and assist clergy and liturgical ministers to implement plan elements/directives as necessary. See *Appendix E*.
- g) The Pastor/MPL will monitor and assist parish staff to implement pandemic sick leave policies. See *Appendix F*.
- h) The Parish Finance Council will implement fiscal policies necessary for the pandemic period and will monitor and assist parish staff and non-staff leaders of ministry in their implementation. See *Appendix G*.
- i) The Parish Facilities Committee, or the maintenance staff in the absence of such a committee, will monitor and ensure extraordinary cleaning and disinfecting protocols within all parish owned and operated facilities. See *Appendix H*.

2. Policy: Parish leadership will follow the recommendations and mandates of the County of Santa Clara Public Health Department in the preparation for and response to a potential influenza pandemic.

Procedure: The Parish Pastoral Council will maintain strategic contact with the diocesan liaison to the County of Santa Clara Public Health Department and disseminate essential information to parishioners and other agencies through pre-determined communication channels outlined in *Appendix B*.

- 3. Policy:** The Pastor/MPL will mandate that parish employees and non-staff leaders of ministries participate in educational sessions and adhere to all applicable pandemic preparation policies and programs.
Procedure: No meetings/gatherings will be held during the pandemic period. All education and communications will take place through predetermined vehicles and procedures outlined in *Appendix B*.
- 4. Policy:** A budget will be established by the Parish Finance Council and sufficient resources will be purchased and stockpiled in order that essential parish functions may continue in the event of continuity of operations situation.
Procedure: The assigned Parish Pastoral Council member will monitor and replenish the stock of necessary resources and supplies. A minimum three week supply will be available. See *Appendix I*.
- 5. Policy:** The Parish Pastoral Council, with input from parishioners, will identify essential functions that enable the parish to provide vital services to parishioners and other constituents.
Procedure: The Pastor/MPL will monitor the services, functions and resources provided to the parishioners and other agencies to ensure the effective ministerial and administrative operation of the parish. See *Appendix J*.
- 6. Policy:** The Pastor/MPL will delegate the authority to make key decisions in a continuity of operations situation.
Procedure: Authority delegated by the Pastor/MPL to make key decisions will be implemented. See *Appendix K*.
- 7. Policy:** The Pastor/MPL will designate an order of succession for authority and responsibility in the event that leadership is incapacitated or unavailable in an urgent or emergency situation.
Procedure: The Pastor/MPL will implement the order of succession for authority and responsibility as appropriate. See *Appendix L*.
- 8. Policy:** The Pastor/MPL, or his/her delegate, will assess the capability of and make preparations for off-site operations and alternative work schedules in order to continue essential functions during pandemic.
Procedure: Parish staff and non-staff leaders of ministries will monitor and report to the Pastor/MPL, or their delegate, the efficacy of off-site and/or alternative work schedules. The Parish Pastoral Council will provide guidance, resources, and support as necessary.
- 9. Policy:** The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will identify critical communication systems to support essential functions and connectivity to the internal organization (parish), external organizations (chancery, etc.) and the public during a pandemic.
Procedure: The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will monitor plan elements that support critical communications systems identified in *Appendix B*. The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will provide guidance, resources, and support as necessary.
- 10. Policy:** The Pastor/MPL, or his/her delegate, with the assistance of the Parish Pastoral Council, will plan and execute drills to prepare personnel and non-staff leaders of ministries and demonstrate, assess and improve the ability to execute plans and programs during an emergency.
Procedure: The Pastor/MPL, or his/her delegate, will assess and improve plans

and programs as appropriate, using information gathered from the real execution of those programs.

11. Policy: Parishes, schools deaneries and cemeteries are to report their progress in complying with these policies to the diocese. In addition, parishes and deaneries will report their experiences during the pandemic to the diocese.

Procedure: Each parish, school, deanery and cemetery will report their pandemic experience to the diocese each Friday during this phase, using the forms prepared for this purpose. The parish forms are to be returned to the Director, Office of Parish and Planning and the school forms are to be returned to the Superintendent of Schools. See *Appendix M*.

D. Stage IV -- Post-Pandemic Policies and Procedures

1. Policy: The Pastor/MPL will form a committee to assess parish preparedness for pandemic influenza, to develop needed and mandated plans for preparation and to assist in and monitor the implementation of those plans.

Procedure: The Parish Pastoral Council will designate members and other appropriate individuals to monitor plan elements for effective implementation and will cross-communicate regularly to determine necessary revisions of plan and support for its implementation.

a) The Parish Pastoral Council will monitor and assist the parish to implement post-pandemic plan elements/directives as necessary.

b) The Principal will monitor and assist school faculty to implement post-pandemic plan elements/directives as necessary. See *Appendix A*.

c) The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, utilizing all communication vehicles (fax, web, daily bulletin, etc.) will ensure that updates, revisions and additions to the plan are promulgated to parishioners, parish staff and the Chancery. See *Appendix B*.

d) The Parish Pastoral Care Committee along with the parish, in-residence and supply clergy will implement post-pandemic elements/directives. This will include possible reassignment and redeployment of clergy as necessary for the continuation of pastoral care such as sick calls and bereavement counseling. See *Appendix C*.

e) The Director(s) of Religious Education will monitor and assist catechetical staff to implement post-pandemic plan elements/directives as necessary. See *Appendix D*.

f) The Parish Liturgy Committee will monitor and assist clergy and liturgical ministers to implement post-pandemic plan elements/directives as necessary. See *Appendix E*.

g) The Pastor/MPL will prepare a report of the human resource needs of the parish and implement and monitor employment policies and procedures that address issues such as hiring, transfers, redeployment and continuation of benefits specific to the influenza pandemic. See *Appendix F*.

h) The Parish Finance Council will prepare a report of the fiscal status of the parish within 30 days of the declaration that the post pandemic stage has been reached. The Parish Finance Council will implement and monitor the restoration of normal fiscal policies and procedures. See *Appendix G*.

i) The Parish Facilities Committee, or the maintenance staff in the absence of such a committee, will reestablish and monitor normal cleaning and disinfecting protocols and maintenance procedures for all parish owned and operated facilities. See *Appendix H*.

2. Policy: Parish leadership will follow the recommendations and mandates of the County of Santa Clara Public Health Department in the preparation for and response to a potential influenza pandemic.

Procedure: The Parish Pastoral Council will maintain strategic contact with the

diocesan liaison to the County of Santa Clara Public Health Department and disseminate essential post-pandemic information to the parishioners and other agencies through pre-determined communication channels.

3. Policy: The Pastor/MPL will mandate that parish employees and non-staff leaders of ministries participate in educational sessions and adhere to all applicable pandemic preparation policies and programs.

Procedure: Information, debriefing and listening sessions will be conducted with parish employees and non-staff leaders of ministries to 1) ensure that hygiene and health measures continue to be observed 2) disseminate information regarding the return to pre-pandemic practices 3) determine any ongoing needs in response to the pandemic crisis 4) review the plan for necessary revisions based on actual experience.

4. Policy: A budget will be established by the Parish Finance Council and sufficient resources will be purchased and stockpiled in order that essential parish functions may continue in the event of continuity of operations situation.

Procedure: The assigned Parish Pastoral Council member will monitor and replenish the stock of necessary resources and supplies for future use. A minimum three week supply will be available. See *Appendix I*.

5. Policy: The Parish Pastoral Council, with input from parishioners, will identify essential functions that enable the parish to provide vital services to parishioners and other constituents.

Procedure: The Pastor/MPL will review the services, functions and resources that were provided to the parishioners and other agencies during the pandemic for the purposes of future disaster plan revision. Essential functions are outlined in *Appendix J* of the parish plan.

6. Policy: The Pastor/MPL will delegate the authority to make key decisions in a continuity of operations situation.

Procedure: Authority delegated by the Pastor/MPL to make key decisions for post-pandemic policies and procedures will remain in place until no longer necessary. See *Appendix K*.

7. Policy: The Pastor/MPL will designate an order of succession for authority and responsibility in the event that leadership is incapacitated or unavailable in an urgent or emergency situation.

Procedure: The Pastor/MPL will reestablish normal authority and reassign key positions as necessary if they have become temporarily or permanently vacant during the crisis.

8. Policy: The Pastor/MPL, or his/her delegate, will assess the capability of and make preparations for off-site operations and alternative work schedules in order to continue essential functions during pandemic.

Procedure: Parish staff and non-staff leaders of ministries will monitor and report to the Pastor/MPL the graded resumption of normal work sites and schedules. The Parish Pastoral Council will provide guidance, resources, and support as necessary.

9. Policy: The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will identify critical communication systems to support essential functions and connectivity to the internal organization (parish), external organizations (chancery, etc.) and the public during a pandemic.

Procedure: The Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will assess and implement the redeployment of critical communications systems to support normal working conditions. The

Parish Communications Committee, or the Parish Pastoral Council in the absence of such a committee, will provide guidance, resources, and support as necessary.

10. Policy: The Pastor/MPL, or his/her delegate, with the assistance of the Parish Pastoral Council, will plan and execute drills to prepare personnel and non-staff leaders of ministries and demonstrate, assess and improve the ability to execute plans and programs during an emergency.

Procedure: The Pastor/MPL, or his/her delegate, will review and revise plans and programs as appropriate, using information gathered from debriefing and the real execution of the plan.

11. Policy: Parishes, schools deaneries and cemeteries are to report their progress in complying with these policies to the diocese. In addition, parishes and deaneries will report their experiences during the pandemic to the diocese.

Procedure: The diocese will develop reporting forms for use after the pandemic. All parishes, schools, deaneries and cemeteries will be required to submit the report within 30 days of the declaration that the post pandemic stage has been reached. The parish forms are to be returned to the Director, Office of Parish and Planning and the school forms are to be returned to the Superintendent of Schools and reviewed by the Committee. Necessary policy changes will be made and communicated to all constituents. See *Appendix M*.

III. Conclusion

IV. Appendix

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