



# ARCHDIOCESE OF NEWARK

## Directives from Cardinal Tobin Regarding Covid-19 Exposure Regarding Rectory Living and Parish Ministry

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### Rectory Living

1. Priests who live together should social distance from each other at meals or other interactions.
2. If a priest has tested positive and has been in CLOSE proximity (within six feet) to other priests for 15 minutes or more, he must quarantine for 7-10 days. *(This is the updated CDC Guideline as of 12/1/2020.)* All priests and employees who work in the rectory should be tested.
3. If any member of the clergy or parish staff has been diagnosed with Covid-19, parishioners who have come in contact with them must be informed. Such contact includes Mass, meetings, appointments, etc.
4. Contact the local health board to know what is happening in your immediate area.
5. Study and post the chart from NJ Health entitled:

NJ Residents with a Positive Covid-19 Test: Instructions and Next Steps

[https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID\\_Instructions\\_Persons\\_Who\\_Test\\_Positive.pdf](https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID_Instructions_Persons_Who_Test_Positive.pdf)

### When the Rectory is Quarantined

1. Sunday and weekday Masses may be livestreamed without a congregation if possible.
2. Plan with neighboring parishes for possible coverage of Masses, funerals, etc.
3. Arranged to have food delivered.
4. This is a sample parish announcement if worship is suspended:

**All public worship in the parish is suspended until (DATE) \_\_\_\_\_ due to an incident of Covid-19 in the rectory. Sunday Mass will be live streamed. The parish office will remain closed until (DATE) \_\_\_\_\_**

### Parish Staffs

The parish staff should practice social distancing and wear a mask when interacting. Parishioners should enter office space as little as possible, and always with a mask.

Parish meetings should be virtual; meetings in person cannot exceed 10 people.

If a parish staff member is diagnosed with Covid-19:

1. They must quarantine at home for 7-10 days. *(This is the updated CDC Guideline as of 12/1/2020.)* Questions regarding employment should be addressed to the HR Department at the Archdiocese.
2. Other staff who have worked in close proximity to said staff member should be tested.
3. Parish offices that are located in rectories that are quarantined, should be closed. Employees should work from another site in the parish or work from home.
4. Study and post the chart from NJ Health entitled:

NJ Residents with a Positive Covid-19 Test: Instructions and Next Steps

[https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID\\_Instructions\\_Persons\\_Who\\_Test\\_Positive.pdf](https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID_Instructions_Persons_Who_Test_Positive.pdf)

**The following are directives from the CDC:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html>

1. Plan for when a staff member or parishioner becomes sick
2. Identify an area to separate anyone who exhibits symptoms of COVID-19 during hours of operation, and ensure that children are not left without adult supervision.
3. Establish procedures for safely transporting anyone who becomes sick at the facility to their home or a healthcare facility.
4. Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff and congregants about potential exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) or other applicable laws and in accordance with religious practices.
5. Advise those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
6. Close off areas used by the sick person and do not use the area until after cleaning and disinfection. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
7. Advise staff and parishioners with symptoms of COVID-19 or who have tested positive for COVID-19 not to return to the facility until they have met CDC's criteria to discontinue home isolation.

***Thank you for staying safe and healthy.  
We thank you for all you do to reach out and care for each other  
and your parishioners.***