

RESOURCE 8: COMMUNICATIONS AND SIGNAGE

IDENTIFY THE GROUPS OF PEOPLE YOU NEED TO COMMUNICATE WITH:

- ✓ All Parishioners
- ✓ Various Groups (those attending for specific liturgies like Baptisms, Marriages, Funerals, First Holy Communion, Confirmation, Anniversary Masses, Months Mind Masses etc)
- ✓ Sick/Housebound/First Friday calls
- ✓ Staff Members and Volunteers

WHAT ARE THE MAIN MESSAGES YOU NEED TO COMMUNICATE?

- ✓ the Sunday / Holyday obligation has been suspended for the time being and those who cannot come to Mass are invited to participate on webcam or radio
- ✓ those who are sick or have any symptoms of or confirmed COVID-19 should stay at home
- ✓ close contacts of a person who has a confirmed or suspected case of the virus should stay at home
- ✓ it is suggested that those in the vulnerable category might also stay at home
- ✓ outline the parish plan for participation in the Eucharist and the Sacraments
- ✓ communicate the new capacity for the church (taking into consideration that one household can be seated together)
- ✓ outline the procedure for the distribution of Holy Communion in each church
- ✓ encourage all members of the congregation to wash and sanitise their hands before leaving home and perhaps bring their own pocket hand-sanitiser with them
- ✓ face coverings are advised

This list is not exhaustive.

EXAMPLES OF METHODS OF COMMUNICATION

- ✓ Parish Newsletter (to be collected on departure, in order to minimise risk)
- ✓ Signage in Churches and at approaches
- ✓ Parish website
- ✓ Parish social media accounts
- ✓ Parish e-newsletter
- ✓ Advert or interview on local radio / local newspaper
- ✓ Posters in local shops
- ✓ Announcements during Mass
- ✓ Signage in parish offices/parochial houses etc

EXAMPLES OF ANNOUNCEMENTS DURING MASS

- ✓ Welcome before Mass – ask all to remain in their seats during the liturgy etc
- ✓ Before the distribution of Holy Communion - advise how it will work
- ✓ Before final Blessing - ask people to leave the Church gradually after Mass and encourage them not to gather outside, so that physical distancing is maintained. Ask them to leave their parish donation in the box provided at the points allocated.
- ✓ Thank people for their cooperation etc

In so far as a Church-related outbreak of COVID-19 is possible, the appropriate communication policy is contained in the Resource on responding to an Outbreak of COVID-19.

SIGNAGE :

Arrange for appropriate signage which draws attention to:

- ✓ queuing
- ✓ movement of people
- ✓ physical distancing, hand hygiene and respiratory etiquette
- ✓ symptoms of COVID-19
- ✓ other relevant public health advice
- ✓ COVID-19 parish policy statement (on notice board)

There is a selection of informational posters for public health advice at from Government, HSE and HSA websites:

<https://www.gov.ie/en/collection/ee0781-covid-19-posters-for-public-use/>

[https://www2.hse.ie/coronavirus/ \(end of page\)](https://www2.hse.ie/coronavirus/(end%20of%20page))

https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html

Signage may be required in some or all of the following places:

- ✓ Church Railings
- ✓ Church Doors – external
- ✓ Church Doors – internal/porch
- ✓ Benches/Pews that are out of bounds/available
- ✓ Sacristy – external and internal
- ✓ Toilets
- ✓ Kitchen/canteen
- ✓ On/near shrines
- ✓ Confession Boxes/Areas
- ✓ Collection Box Area etc
- ✓ Parochial House/Parish Office – external and internal
- ✓ Meeting Rooms
- ✓ Work areas and offices
- ✓ Any other area deemed appropriate