

## Appendix C Catechetical Program

**Applicable Policy:** The Director for Catechetical Ministry and the Director for the Hispanic Apostolate will develop and maintain catechetical resources and communication vehicles and procedures to ensure that catechetical directors and coordinators and chancery staff remain informed regarding the pandemic plan and operational procedures for catechetical ministry in the event of an outbreak of pandemic influenza. The Youth Director/Coordinator will work with them to implement the procedures.

**Introduction:**

Local schools/parishes play an integral role in protecting the health and safety of their staff, students and their families. This appendix is designed to provide guidance to catechetical and faith formation programs concerning pandemic influenza. It is important that you periodically (at least quarterly) review this material to maintain familiarity and for any updates. These documents should be reviewed by the Catechetical Advisory Board annually. It is also required that this plan be reviewed with all parish catechetical and faith formation staff each fall and that they have a copy of what pertains to their area of ministry.

While all catechetical and faith formation programs in the diocese must be in compliance with this policy, other resources are available to assist parishes in developing their particular pandemic fly plan. See the links on the diocesan webpage.

No matter

the crisis situation, the following three principles must always be observed:

1. Your safety and the safety of our children is the highest priority.
2. Remain calm and reassure the children.
3. Follow the policies and procedures, but in all cases use common sense.

Please note that the policies regarding liturgical practices in Appendix D apply to liturgies in school and faith formation programs as well.

**Stage I -- Pre-Pandemic Strategies- Phase 3 and 4**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. The Director for Catechetical Ministry shares information and education about pandemic preparedness and response plan at the October cluster meetings. Update Handbook for Catechetical Leaders and catechetical website with pandemic flu guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The chancery provides SCCPHD brochures on the diocesan website , links to SCCPHD pandemic tool kit will be on the catechetical webpage for catechetical directors and coordinators
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Parishes prepare a pandemic plan for catechetical ministry using the diocesan appendix C and incorporate it into the parent handbook.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.a. Parishes identify catechetical staff who will provide information and education on Pademic flu prevention. Create catechetical program opportunities information and education (prevention and cultural for response), with particular attention to language and needs as appropriate. Parishes collabrate with Catholic Schools in planning for pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.b. Parishes ensure that there are properly trained substitute catechists available.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.c. Parishes share information and education about pandemic preparedness and response and make sure catechetical staff and families have seen and understand the pandemic plan. Parishes inform participants and their families in catechetical ministry about the information and links to SCCPHD and other resources on the parish website.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.d. Parishes stockpile sufficient amount of sanitation supplies (soap, alcohol.base/waterless hand hygiene products, tissues and receptacles for their disposal.) Identify places to store supplies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.e. Parishes ensure that snacks served at gatherings should be in the form of single-serve, individually- wrapped foods. The use of a common food source (such as a bowl of candy, chips, popcorn) is strongly discouraged.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.f. Parishes provide instruction on how to sanitize equipment and surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.g Parishes tell parents to let parish program know if their children are sick. Keep accurate records of when children or staff are absent. Include a record of illness that caused the absence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. f Parishes assess off-site capabilities for catechetical ministry (computer, phone, email,) Insure email addresses are on all catechetical registration forms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. g. Parishes teach catechetical staff flu sympton recognition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Director for Catechetical Ministry provides catechetical support resources on DSJ website.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. a Director for Catechetical Ministry communicates Santa Clara County pandemic information in email and web page to catechetical leadership in parishes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 b. Director for Catechetical Ministry promotes seasonal flu vaccine campaign on catechetical blogs. Encourage catechetical staff to get flu shots as approved by their own physcian.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. c Director for Catechetical Ministry alerts diocesan catechetical community to need for preparation. Communicates planned pandemic status to catechetical directors and coordinators in parishes

## Appendix C Catechetical Program

### Stage II -- Imminent Pandemic Strategies Phases 4 and 5

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Director for Catechetical Ministry and parish catechetical leaders review their catechetical pandemic plans and communication vehicles for necessary updates/revisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.Parish catechetical leaders activate web pages, tell parents how to find faith formation activities on the internet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.a.Parish catechetical leaders review all parish sanitizing procedures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.b. Parish catechetical leaders bring stockpiles up to levels that would allow for at least three weeks of activity without restocking.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.c. Parish faith formation programs should be aware that camps, retreats, and other large youth gatherings may need to be postponed or cancelled.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.. Director for Catechetical Ministry reminds parish catechetical directors and coordinators as to what steps will be taken in the event of pandemic flu moves on to Phase 6. It is crucial that everyone be prepared for what to expect in the event of a pandemic.

### Stage III Pandemic Period Phase 6

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parishes follow Diocesan directives for stage III Pandemic Period. 1. All sick individuals, including staff and volunteers, are to stay home. Signs are posted on parish/school doors instructing those with fever or other flu-like symptoms not to enter. Make it clear that any child or adult who is ill will not be admitted. Collaborate with Catholic Schools. Any child or youth who comes sick to a parish catechetical program needs to be isolated until the parent or guardian picks them up.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.Parish Directors of Catechetical Ministry reports any physician confirmed cases of N1H1 in catechetical ministry programs to Diocesan Director of Catechetical Ministry
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.. Use hand sanitizer, tissue and trash receptacles.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Catechetical staff, catechists and aides clean door handles and other surfaces with disinfectants after each class transfer; use gloves, when emptying trash receptacles and cleaning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.. Distribute home catechetical resources in anticipation of suspension of large group gatherings. If faith formation programs are suspended, signage to that effect will be posted at entrances to the parish or school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Contact sports, dances, retreats, youth rallies, intergenerational catechesis and the like are suspended according to diocesan directives
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Parishes are attentive to the pastoral care needs of students, staff and their families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Follow all local public health directives as to when public gatherings are suspended.

### Stage IV --Post-Pandemic Phase 1

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Director for Catechetical Ministry follows local public health directives as to when to return to pre-pandemic catechetical practices in graded phases. Announce this schedule to directors of catechetical ministry in the parishes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Faith Formation programs must be able to assist students and their families in accessing any specialized care that they may need to be able to intergrate their grief. The Diocesan Director of Catechetical Ministry will prepare a list of possible resources. It may be helpful to ritualize the mourning that students are experiencing. The Director of Liturgy will produce materials to assist with planning such liturgies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Director for Catechetical Ministry will assess all catechetical program pandemic plans- recommend changes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Parish catechetical leaders will access the parish catechetical plan and results and report progress and outcomes to the chancery
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Director for Catechetical Ministry will critique response to past wave of the pandemic and prepare for next.