

**Faith-Based Pandemic Preparedness Plan
St. Patrick/St Joan of Arc Catholic Churches
Kokomo, Indiana**

1. Plan for the impact of a pandemic:

Assign key staff with the authority to develop, maintain and act upon an influenza pandemic.

Ron Morrow, Deacon/Marian Pugh, Parish Nurse

Ron.....Limerick Articles

Marian...Volunteer Forms

Marian...Bulletin Notices

WARNING: Not local at this time.....eminent

Determine the potential impact of a pandemic on St. Patrick and St. Joan of Arc's usual activities and services. Plan for altering services.

When schools closed on state level....

Cancel school and school activities.

Priest to instruct parishioners to attend Mass only if feeling well.

Wash with soap and warm water.

Priests use hand sanitizing gel.

Holy water fonts....dry

No hand shaking

No Communion from cup

No Communion on tongue

Close office and maintain minimal staffing.

If no priest available, emergency liturgy in place.

Cancel Masses

Close adoration chapel.

Make parish hall available for vaccinations, health care, and education.

Determine the potential impact of a pandemic on outside resources that St. Patrick and St. Joan of Arc churches depend on to deliver services.

Prepare by stocking supplies, food and personal health protection needs.

Stock masks, gowns and gloves. AO Safety N95 \$20 each/Lowes Back-So. Side

Stock food and water.

Stock soap, detergent, toilet paper, paper towels, disinfectants, hand gel etc.

Stock batteries

Have available a battery powered radio. (Shelly)

Make arrangements to obtain a generator, fuel. (Shelly)

Plan for priests' needs.

Food...Priests' Cook

Back-up volunteers to take care of priests' needs.

Care if priests become ill.

Parish nurses

Transportation

Volunteers

Outline what the organizational structure will be during the pandemic. State roles and responsibilities. Who reports to whom? Identify key contacts with multiple back-ups.

| | | | | |
|-------------------------------|--------------|---------------------------|-------------|------------|
| | | <u>Fr. Ted...Director</u> | | |
| Fr. Duff | | Deacon Ron/Fr. Thom | | Fr. Hasser |
| Liturgy and Parishioner Needs | | Homebound | | Youth |
| | | <u>Shelly</u> | | |
| | | General daily operations | | |
| Custodians | Office Staff | Maintenance | Procurement | Nurses |
| Volunteers | Volunteers | Volunteers | Volunteers | Volunteers |

Back-ups for each person on organizational structure.

Identify and train essential staff needed to carry on work during a pandemic (full time, part time and unpaid volunteer workers). Include back up plans, cross-train staff and volunteers to fill positions of sick staff members.

Conduct workshops and presentations

Day to day cross-training

Designate people who can have access to sensitive information that may be needed in emergency situations.

Test the response and preparedness plan using an exercise or drill. Review and revise plan as needed.

To be done when plan is finalized.

2. Communicate with and educate staff and parishioners:

Find up-to-to date pandemic information and make this available to staff and parishioners.

1. Flyers – 700 of each to St. Patrick
900 of each to St. Joan of Arc
Explaining “What you need to know”
2. Pre-pandemic education to and by parish staff
3. Pre-pandemic classes and homilies during Mass
4. Pre-pandemic readiness plan on St. Patrick and St. Joan of Arc websites
5. Communicate by
 - a. Newspapers
 - b. Radio
 - c. Pre-recorded phone messages
 - d. Websites give status of pandemic and up-to-date information

Distribute information and instruction:

1. Signs and symptoms of flu
2. How flu is spread
 - a. Hand washing techniques
 - b. Cough protection and etiquette
 - c. Respiratory hygiene
3. Family preparedness
4. How to care for ill family members

This is initiated following the chain of command as per organizational structure. Accomplished through classes, sermons, websites, newspaper, radio, phone messages Use appropriate communication for language and reading levels of parishioners.

3. Plan for the impact of the pandemic on staff and parishioners:

Plan for staff absences

1. Create a staff replacement list for each position.
Train replacement persons in basic tasks of positions

Announce vaccination dates and sites

1. Vaccinate all staff – Suggest mandatory vaccinations for staff and school personnel.
2. Vaccinate homebound and ill parishioners.
 - a. Identify those in need of vaccination
 - b. Create transportation ministry, pre-pandemic, to transport parishioners.
 - c. Create list of nurses to vaccinate parishioners and homebound

Inform parishioners of available social services

1. Evaluate access to social services during pandemic and improve access to these services.
 - a. List organizations with addresses and phone numbers on church websites.
 - b. Make information available through the newspaper, radio and phone messages.

Identify persons with special needs

1. Spanish speaking parishioners
 - a. Provide translators and information in Spanish
 - b. List Spanish speaking parishioners
 - c. Provide Spanish language flyers
2. Elderly and homebound parishioners
 - a. Telephone lists for daily contact, inc. address and phone numbers
 - b. List parishioners who will call these people each day.
 - c. Provide advocate for each person during pandemic
3. Procedure for back-up staff
 - a. Heavenly Helpers
 - b. Janitors/Maintenance
 - c. Caregivers (Homebound)
 - d. Catacists
 - e. Sacristans
 - f. Office Staff
 - g. Maintenance of financing
 - h. Security...Possibly K of Cs

4. Management to develop an absentee policy

1. Create policies for non-penalized absence during pandemic/explain
 - a. Pay
 - b. Benefits
 - c. Sick time
2. Set mandatory sick leave policy for ill staff members
 - a. Check with CDC for up-dates
 - b. Flexible working hours
 - c. Working from home
3. Recommend that employees do not travel more than necessary

5. Federal, State and Local information gathering

1. Board of Health, Howard County Health Dept.
 - a. Website, phone
 - b. Contact health dept. of the availability of the St. Patrick and St. Joan of Arc facilities
2. Work with other community faith based organizations and churches through newspapers, radio and websites informing them of our meetings and training sessions.