

PROTOCOL FOR RELIGIOUS SERVICES IN THE ARCHDIOCESE OF KOTA KIANABLU

Aim & Objective:

- To create a safer environment against the spread of Covid-19

Basis of Protocol:

- Based on pastoral circumstances and the SOP Guidelines issued by Federal & State Governments

Period Covered:

- RMCO (until 31 August 2020)

Note:

This Protocol is given due to our extraordinary situation. They are therefore temporary in nature.





GENERAL RULES

1. Only one-third of the capacity of the church is allowed to be occupied.
2. Social distancing is to be applied at all times and no physical contact is allowed.
3. This Protocol is applied to all churches which are to be reopened in the parish.
4. While Sunday and weekday Masses will already be celebrated, the live streaming of Masses, at least on Sundays, will continue for those who are unable to participate in community celebrations due to sickness, old age, fear and caution.

5. The Mass schedules and venues are based on the ones submitted to the Archdiocese earlier.
6. During this extraordinary situation, dispensation from Sunday Mass obligation is granted.
7. As far as possible, the duration of Mass should not be more than one hour.
8. All preparations are to be ready by 1st week of July. Masses in churches which are ready to be reopened are to be resumed on 2nd weekend of July, i.e. 11-12 July 2020. We do it together as a diocese.



A "Parish Health Team" (PHT) is to be set up whose role is to oversee the implementation of this Protocol. Its tasks would include:

- (a) To ascertain the number of people allowed to participate in each Mass. It is the task of the Parish Priest and PPC to determine how to allocate that number fairly across all segments of the parish.
- (b) To make available thermometers and ensure continuous supply of hand sanitizers, disinfectants and soap for church goers.
- (c) To form Sub-Teams to undertake the range of tasks related to the Protocol. Younger volunteers are encouraged to join.
- (d) To conduct briefing and training to members of the Sub-Teams on their role and functions.
- (e) To ensure the parishioners are fully aware and realise the importance of the new normal.
- (f) To liaise/deal with officials of Health Department, Local Authorities, State Ministry of Laws and Native Affairs, and Federal Ministry of National Unity on the implementation of the government SOP.



PHYSICAL PREPARATIONS

1. Churches identified for reopening have to be sanitised.
 2. Entrance and exits to the church are to be clearly marked.
 3. Places to be occupied in the pews should be indicated to help people keep social/physical distancing.
 4. Holy water fonts should be emptied and covered.
 5. Toilets must be properly maintained and soap be made available for proper hand washing.
 6. Sufficient litter bins/tong are to be placed in strategic location in the church compound.
 7. A counter is to be set up at church entrance for the purpose of checking body temperatures and recording of church goers.
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BEFORE MASS

1. Body temperatures and records (names, contact numbers and arrival time) of church goers are to be taken. Those above 37.5 degree are advised to return home.
2. No gathering/socialising at church entrance.
3. Once seated at place assigned by wardens, congregation should avoid unnecessary movements/interactions.
4. To avoid contacts, collections are to be dropped into boxes placed at church doors as the people enter the church.
5. The person/s who prepare/s the hosts, water and wine for consecration need/s to observe proper hygiene and health protocols.



DURING MASS

- 1. Everyone should wear face mask, except the celebrant.**
- 2. There will be no offertory procession. Offerings can be dropped in a basket at the back of the church and wardens will bring these to sacristy after Mass.**
- 3. No handshakes during the sign of peace.**
- 4. The flow of the communicants should be so directed that there be no meeting of people. They come from one side and go to the other side after communion. A distance of one meter in between is to be maintained as communicants come forward to receive communion.**
- 5. The face mask is to be worn by all the Mass servers -- altar servers, lay ministers, sacristans and lectors when not reading.**
- 6. The celebrant and the Extraordinary ministers of holy communion should wear face masks during the giving of the communion.**
- 7. The lay ministers and priests should sanitise their hands before and after they give communion.**



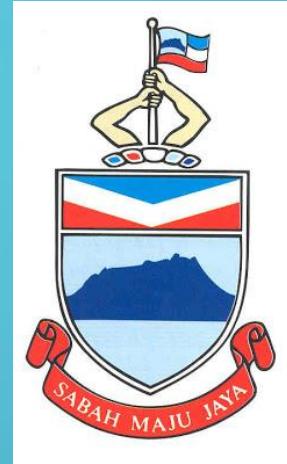
AFTER MASS



1. No touching of statues and doors as the congregation orderly move out of the church.
2. Those who want their medals, rosaries, statuettes and other materials to be blessed by the priest should line up a meter apart at a place determined by the parish.
3. No gathering/socialising at church entrance. Wardens are to ensure no one is hanging around in church compound after Mass.
4. A group of volunteers can be organised to sanitise the pews. If there is a second Mass that follows, the time gap should be at least one to one and a half hours depends on the size of the church.
5. The entire church needs to be disinfected at least once a week.
6. Cleanliness of the church and its compound is to be maintained.

REQUIREMENTS BY GOVERNMENT SOP

1. All those who are involved in the implementation of the Protocol are to undertake health screening before they resume their duties.
2. Those who have chronic illnesses, senior citizens (70 years and above) and children below 12 years old are discouraged to attend services.
3. Usage of toilets is to be limited, to avoid overcrowding.
4. Church doors are to be opened only during the time of services.
5. No scheduled activities such as Sunday Schools are allowed.
6. Proper and good ventilation in the places of worship are to be ensured.



KEMENTERIAN UNGADUH UNDANG DAN HAL EHWAH ANAK NEGERI

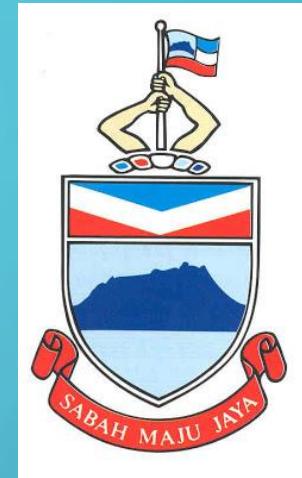
GARIS PANDUAN PEMBUKAAN RUMAH IBADAT
DALAM ZON HIJAU SEMASA TEMPOH PKPP (10 JUN 2010 HINGGA 31 OGOS 2020)

TERHAD KEPADA 1/3 KAPASITI RUMAH IBADAT BERGANTUNG KEPADA SAIZ RUMAH IBADAT	PENJARAKAN SOSIAL MELAKUKAN PENJARAKAN SEKURANG-KURANGNYA 1 METER DIANTARA SATU SAMA LAIN	JAGA KEBERSIHAN DIRI SETIBA MENGELUANG HARI BERPULANG PERLU DIPERIKSA SURIA BADAN, MENGGUNAKAN PELETUP MUKA DAN HAND SANITIZER	AKTIVITI TIDAK DIBENARKAN MALES PERHOBANAN, PENGURUSAN KEMATIAN, MAKAN DAN MINUM DAN SEBABANG AKTIVITI MELIBATKAN SENTUHAN
SEBELUM MASUK KE RUMAH IBADAT TANGGUNGJAWAB JAWATANKUUSA <ul style="list-style-type: none">• Membersihkan premis dan melaksanakan saringan kesihatan• Menyediakan kaunter saringan kesihatan dan buku rekod kesihatan / SabahTrace• Memakai pelitup hidung dan mulutTANGGUNGJAWAB PENGANUT• Dilarang berkumpul di luar rumah ibadat	SEMASA DI DALAM RUMAH IBADAT TANGGUNGJAWAB JAWATANKUUSA <ul style="list-style-type: none">• Tidak berongga peralatan dan bahan Sembahyang• Dilarang berkumpul di dalam kawasan rumah ibadat• Diwajibkan memakai pelitup hidung dan mulut	SELEPAS ACARA IBADAT TANGGUNGJAWAB JAWATANKUUSA <ul style="list-style-type: none">• Terus menutup rumah ibadat dan memastikan tiada penganut berada di dalam kawasan dan kunci premis TANGGUNGJAWAB PENGANUT <ul style="list-style-type: none">• Terus bersurai secara teratur dan elak bersentuhan• Dilarang berkumpul di dalam kawasan rumah ibadat	PENGANUT YANG TIDAK DIBENARKAN HADIR <ul style="list-style-type: none">PENGANUT DARI GOLONGAN WARGA EMAS PENGANUT DARI GOLONGAN UMUR INI ADALAH TIDAK DIBENARKANPENGANUT BERUSIA 12 TAHUN KE BAWAH PENGANUT DARI JULAT UMUR INI ADALAH TIDAK DIBENARKAN HADIRPENGANUT YANG BERGEJALA BATUK, DEMAM, SESAK NAFAS, SAKIT TEKAK DAN SELESEMAPENGANUT BENGALI MASALAH KESIHATAN KENCING MANIS, KANSER DAN PENYAKIT-PENYAKIT LAIN

KEBENARAN BEROPERASI AKAN DITARIK DENGAN SERTA SEKIRANYA MELANGGAR GARIS PANDUAN INI

REQUIREMENTS BY GOVERNMENT SOP

7. Prayer leaders who have fever and are sick are not allowed to perform services.
8. Weddings in places of worship are not allowed until after 31 July 2020 (Ref. JPN.KC:163/15/2 klt3[20])
9. For funeral service at home, house owner is to ensure social distancing is enforced. The crowd should not be more than 20 at any one time. Record of those present is to be taken for contact tracing purpose.
Senior members (70 years and above) are not allowed to be present. Family members who have chronic illnesses such as diabetics, high blood, cancer and so forth are not allowed to be present. No last respect service is allowed.
10. Not more than 20 people is allowed to the graveyard.



GARIS PANDUAN PEMBUKAAN RUMAH IBADAT
DALAM ZON HIJAU SEMASA TEMPOH PKPP (10 JUN 2020 HINGGA 31 OGOS 2020)

KEMENTERIAN UNDANG UNDANG DAN HAL EHWAH ANAK NEGERI

SEBELUM MASUK KE RUMAH IBADAT	SEMASA DI DALAM RUMAH IBADAT	SELEPAS ACARA IBADAT
TANGGUNGJAWAB JAWATANKUUSA <ul style="list-style-type: none">• Membersihkan premis dan melaksanakan saringan kesihatan• Menyediakan kaunter saringan kesihatan dan buku rekod kesihatan / SabahTrace• Memakai pelitup hidung dan mulut• Dilarang berkumpul di luar rumah ibadat TANGGUNGJAWAB PENGANUT <ul style="list-style-type: none">• Dilarang berkumpul di dalam kawasan rumah ibadat• Diwajibkan memakai pelitup hidung dan mulut	TANGGUNGJAWAB JAWATANKUUSA, KETUA AGAMA, PETUGAS DAN PENGANUT <ul style="list-style-type: none">• Tidak berkongsi peralatan dan bahan bersharing• Dilarang berkumpul di dalam kawasan rumah ibadat• Diwajibkan memakai pelitup hidung dan mulut TANGGUNGJAWAB PENGANUT <ul style="list-style-type: none">• Terus menutup rumah ibadat dan memastikan tiada penganut berada di dalam kawasan dan kunci premis• Terus bersurau secara teratur dan elak bersertuan• Dilarang berkumpul di dalam kawasan rumah ibadat	TANGGUNGJAWAB JAWATANKUUSA <ul style="list-style-type: none">• PENGANUT DARI GOLONGAN WARGA EMAS (60 TAHUN DAN MAKSIMUM) ADALAH TIDAK DIBENARKAN HADIR• PENGANUT BERUSIA 12 TAHUN KE BAWAH (60 TAHUN DAN MAKSIMUM) ADALAH TIDAK DIBENARKAN HADIR• PENGANUT YANG BERGEJALA DENGAN SIKSANA, SAKIT TEKAK DAN SELESMA, ATAU DENGAN PENYAKIT-PENYAKIT LAIN• PENGANUT DENGAN MASALAH KESIHATAN YANG SERIOUS DAN DENGAN PENYAKIT-PENYAKIT LAIN <p>KEBENARAN BEROPERASI AKAN DITARIK DENGAN SERTA MERTA SEKIRANYA MELANGGAR GARIS PANDUAN INI</p>