

RESOURCE 9: HUMAN RESOURCES

PARISH CHECKLIST FOR THE MANAGEMENT OF VOLUNTEERS AND STAFF

Task	Assigned To	Date Completed
Read the Government of Ireland <i>Return to Work Safely Protocol</i> and the <i>Return to Public Pastoral Life of the Church</i> document	All	
Remind Staff Members and Volunteers of the three requirements to slow the spread of COVID-19 (Hand Hygiene, Respiratory Etiquette and Physical Distancing) and display corresponding signage	Parish Priest	
Appoint a COVID-19 Parish Support Team	Parish Priest	
Consider your overall COVID-19 parish plan which should cover: 1. Updating your existing Risk Assessment & Safety Statement (these are already required under existing law) 2. Contact Tracing for Staff Members and Volunteers 3. Staff and Volunteer Training 4. Raise awareness of Physical distancing/Respiratory Etiquette/ Hand Hygiene 5. Possible risk exposure points for Staff and Volunteers 6. Controls to minimise risk 7. What to do in the event of a suspected case among staff/volunteers	Support Team	
Appoint Staff/Volunteer Rep(s) to liaise with the Parish Support Team	Parish Priest	
Implement the following forms / logs 1. Return to Work Forms for all Staff and Volunteers (supplied in this resource) 2. Contact Tracing Logs for Staff and Volunteers 3. Training Attendance Logs for Staff and Volunteers 4. Hygiene Logs for all areas		
Provide necessary training for staff members (this virtual training may be offered to parishes by the diocese – check with your diocesan office)	Parish Priest/ Diocese	
Install controls to prevent/reduce the risk of the spread of the virus 1. Install physical barriers where necessary 2. Make face coverings and other PPE available where necessary	Parish Priest	
Where controls necessitate changes to existing practices: 1. Advise Staff and Volunteers accordingly	Parish Priest	
Provide, as is reasonably practicable: ventilation, tissues, hand sanitisers, disinfectants, wipes, PPE; gloves, masks, waste bags	Parish Priest	
Provide additional support to vulnerable staff members and volunteers	Parish Priest or another	
Implement an appropriate cleaning schedule and refuse disposal arrangement for all areas	Co-ordinator of Cleaning Volunteers	