



NOTRE DAME SEMINARY

OFFICE OF THE RECTOR

Protocols in Preparation for Fall 2020 School Year

Notre Dame Seminary anticipates the opening of the Fall semester for both seminarians and lay students however with the observation of protocols identified by state, city, local, and archdiocesan officials. Our concern is for the safety and comfort level of our entire NDS community. To ensure that our community remains healthy, we will observe the following protocols until further notice.

The following protocols do not envision every scenario therefore all are asked to be patient as we make assessment on a regular basis.

- Our summer programming concludes this Sunday, July 12. Starting on July 13, all seminarians, faculty, and staff, are asked to wear masks in the main lobby when interacting with the front offices since these areas have a high level of traffic.
- The seminary dining room, chapel, and other public spaces remain restricted for use only by resident priests, seminarians, and designated staff. To reiterate – masks must be worn by everyone entering the main lobby area.
- The seminary will restrict operations for two weeks at the end of July (Monday, July 27 – Thursday, August 6) so that the entire campus can be cleaned and disinfected. Faculty and staff may come onto campus however if they are able, faculty/staff can work from home. Seminarians may be on campus but must maintain strict hygiene protocols.
- To ensure the safety of the community, we ask that all seminarians restrict your activities for **two weeks prior to arriving** at NDS. This will be July 26 – August 8 for new seminarians and August 1 – August 15 for returning seminarians. Please avoid any events or large gatherings two weeks prior to coming on campus.
- During the two week timeframe prior to coming on campus, seminarians should be wearing masks in social settings, conference sessions, summer gatherings with other seminarians, seminarian vocation convocations, etc. All seminarians should be observing social distancing and wearing masks during that timeframe. Please try to avoid any social or large gatherings.

- It is preferred that seminarians not congregate or assemble with groups during that timeframe before arriving back to NDS but if this is unavoidable, masks and social distancing are to be observed.
- Every seminarian and resident priest is to supply their own face mask. We should each have at least two masks (one to wear and one to be cleaned).
- All seminarians will have their temperature checked on arrival.
- The wearing of masks on campus will be required by all seminarians, lay students, faculty, and staff until further notice. This will ensure that the community remains healthy paving the way for a successful semester.
- The wearing of masks in the chapel, during class, in the dining room, hallway corridors, gathering in seminarian rooms, and in all public spaces will be required until further notice. Exceptions include exercising, use of the pool, etc. Professors are to wear masks until they begin their lecture.
- Social distancing will be practiced including no more than 4 people at table in the dining room and distancing in public settings until further notice (including the residential spaces). Seminarians can continue corridor prayer and other corridor events practicing distancing and masking.
- Masks can be removed in the dining room while eating; however, masks should remain during all other movements in the dining room.
- Until further notice, food will be served at all meals from designated staff and seminarians thereby avoiding the handling of serving utensils.
- The dining room, family room, and chapel are restricted to seminarians and resident priests only; staff and faculty will have limited use of these spaces.
- During orientation week, there will be excursions off campus for purposes of formation. During these times, seminarians will wear masks and continue to observe all local, city, and state regulations.
- Masses and guest rooms will be closed to all guests until further notice.

- Pastoral ministry will continue to be offered however with restrictions and very limited off-campus offerings. Plans are underway to create online opportunities for ministry.
- Seminarians are asked to not leave campus the first couple of weeks (until August 31) except for necessary reasons including prescriptions, necessary shopping, appointments, formational commitments, meetings, etc. During the semester, and as city and government regulations allow, seminarians will be allowed to leave campus. However, they must use extreme caution, wear masks, and maintain social distancing.
- Seminarians and residents may depart campus for purposes of exercising, running, biking, taking walks, drive-thru restaurants, etc., observing city protocols.
- Food deliveries (i.e. Door Dash, Uber Eats) are permitted however all packages should be handled appropriately with no physical contact with delivery drivers. Simplicity of Life should take priority in determining the reasons for leaving campus and reasons for food deliveries considering that meals are provided at the seminary.
- The on-campus protocol also applies to resident priests who should be using discretion on their reasons for leaving campus and discerning if their involvement with off-campus ministry is essential since their primary responsibility is seminary ministry for which they have been assigned.
- Frequent temperature checks will become the norm until this crisis has passed.
- We will continue existing practices for the chapel and during the celebration of liturgy which includes keeping the holy water fonts empty, no hand shaking at Mass, no distribution of the Precious Blood, and the celebrant sanitizing hands before distribution of Communion, etc.
- Sanitizing products are supplied on all floors and in public spaces. The facility staff will keep these products fully supplied.
- If anyone becomes ill once they have arrived, procedures have been put in place to isolate and care for them. If possible, seminarians should not be recalled to their dioceses so that we can maintain an intact community.

- Lay students who have classes on campus will be restricted to designated areas in St. Joseph Hall and therefore will not have any access to Shaw Hall (i.e. dining room, chapel, etc., will not be available until further notice).
- Lay students will have designated spaces for study as well as designated times to use the library.
- In the event that city or government regulations shut down travel to and from NDS, or if anyone has been exposed to the virus, or their physical condition or comfort level is such that they cannot come to campus, faculty and staff will work remotely to ensure that academics and operations will continue.
- NDS has an Emergency Operations Plan that can be enacted to provide remote instruction in order that they seminarians and lay students can complete their courses and formation.
- The primary goal is to deliver quality priestly formation to our seminarians. We do not anticipate shutting down the seminary if these protocols are strictly followed. We were able to complete priestly formation this past Spring with most seminarians remaining on campus. If there is an outbreak of the virus in the seminary, residents will be quarantined. It is our objective that seminarians *not* be recalled to their dioceses in order that they can receive an on-campus priestly formation experience. This objective can be achieved if everyone maintains fidelity to these protocols.
- All staff are developing plans to conduct operations and their duties off campus in case we have to lockdown or quarantine the community. Again, the goal is for the seminary to deliver priestly formation without disrupting operations.
- Seminarians and resident priests may be asked to have sample or representative testing for the virus if any particular concerns arise about community health.
- A further review of the protocols will take place on a regular basis in order to assure the community remains healthy and safe.

Thank you for your review of these protocols. Please notify me if you have any questions or concerns.

Our Lady of Prompt Succor – Hasten to Help Us!
 Father Jim