

RE-OPENING SUPPLIES

In order to protect the well-being of priests, deacons, parish staff, parishioners and all visitors to our churches, parishes need to have the following supplies on hand in order to both re-open and stay open:

- Masks – To be kept in reserve (not on display) in case someone has forgotten their face covering.
- Gloves – To be used by ushers/greeters during service and by cleaning crew while cleaning/disinfecting.
- Face shield – Face shields should be used by priests for baptisms and by priests and/or Eucharistic ministers anytime communion is distributed to any number of people.
- Hand sanitizer – To be used by all parishioners and staff upon entering the parish and before Communion.
- Sufficient cleaning and disinfectant – Per CDC guidelines, disinfection using EPA-approved disinfectants against COVID-19 should be used per cleaning guidelines. When brand-name disinfectants are not available, alternative disinfectants can be used as detailed below.

Due to on-going interruptions in the supply chain, it is important to have a 30-60 day stock of these supplies on hand. The Archdiocese will be distributing initial Starter Kits to every parish with instruction on how to order additional stock as needed. However, due to limitations on these supplies, every effort should be made to source additional supplies locally through your standard vendors, like Amazon, Home Depot, hardware stores, etc.

Throughout the coming months, any questions related to supply chain management should be directed to Chris Kopp, Procurement Manager, at ckopp@archchicago.org.

Supply Starter Kit includes:

- (2) safety posters for display in Church lobby**
- (1) packet of six spray bottles**
- (3) liters of liquid hand sanitizer (to be dispensed with spray bottles)**
- (1) case of 50 masks**
- (3) face shields**

Supply	Explanation	Ordering Instructions
Cleaning Disinfectant	<p>Per CDC guidelines, disinfection using EPA-approved disinfectants against COVID-19 should be done per enclosed cleaning guidelines.</p> <p>When brand-name disinfectants are not available, “home-made” disinfectants can be used (for example, 4 teaspoons of bleach per 32 ounces of water).</p> <p>Parishes should strive to have a 30-60-day supply of cleaning supplies and disinfectants on hand.</p>	<p>CDC guidelines will be included in the Starter Kits.</p> <p>Source cleaning supplies locally. Cleaning supplies will become increasingly available through the Home Depot. If assistance is needed, please contact Chris Kopp, Procurement Manager, at ckopp@archchicago.org.</p>
Spray Bottles	<p>Greeters/ushers to use (3) spray bottles for spraying hand sanitizer on the hands of parishioners at Church entrance. Remaining (3) spray bottles to be used for spraying disinfectant on pews and hard surfaces as part of cleaning ritual. (These need to be clearly identified so not to be used interchangeably.)</p>	<p>Please re-order additional spray bottles directly through Home Depot using the parish P-card.</p>

Supply	Explanation	Ordering Instructions
Hand Sanitizer	<p>Hand sanitizer is extremely difficult to source, so we have arranged to purchase through C H Distilling in Chicago.</p> <p>Due to large quantities needed, parishes should continue to seek alternative sources to purchase additional quantities.</p>	<p>Order additional supplies if needed through the Archdiocese by contacting Chris Kopp, Procurement Manager, at ckopp@archchicago.org.</p>
Masks	<p>Masks (face coverings) are difficult to source in bulk. Parishioners and staff should come to church/work with their own. These masks are intended to be handed out in emergencies only when someone has forgotten their mask.</p> <p>Parishes will receive an initial box of (50) masks. An additional shipment is expected to be received by the Archdiocese in early-mid June and will be distributed to parishes. Each parish will receive an one additional box of (50) masks.</p>	<p>We urge parishes to source masks locally, if possible, to have extra stock available.</p> <p>In the absence of local mask sources, please order additional masks directly through the vendor, Medline (link below), using your parish P-card. Allow sufficient time as stocks routinely run low.</p> <p>Medline.com 800.Medline Order item number – NON27273 Non-surgical masks</p>
Face shields	<p>Each parish will receive (3) face shields. Face shields should be used by priest for baptisms and by priest/Eucharistic ministers anytime communion is distributed to any number of people. After each use, the face shield needs to be cleaned with a disinfecting cloth and left to dry.</p>	<p>To order more face shields, please order directly using the following link and the parish P-card:</p> <p>Medline.com 800.Medline Order item number – 17-12050 Face Shields</p>
Posters	<p>Posters should be prominently displayed on easels in Church lobby. Updated posters will be created and distributed by mid-summer with new content.</p>	<p>Please contact Laura Palafox if you need a replacement poster before the next version is distributed in mid-summer at lpalafox@archchicago.org.</p>
Gloves	<p>In the event cleaning crews need gloves for disinfecting and cleaning, please use disposable food service gloves which are typically on hand or readily available at Amazon, Home Depot or local hardware stores. Gloves should be worn with use of any disinfecting chemicals. Ushers and greeters will need gloves as well.</p>	<p>Order directly through local sources – Amazon, Home Depot, etc.</p>