



ARCHBISHOP OF KUALA LUMPUR
(USKUP AGUNG KUALA LUMPUR)

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Dear People of God

Guidelines for Parishes to open offices and return of workforce on 4th May 2020

Joyous Greetings of our Risen Lord!

As the Prime Minister has announced the easing of lockdown restrictions in the country to allow businesses and offices to return to work on the 4th of May 2020, we would also like to propose the following measures to be taken for the opening of parish offices and return of workforce:

1. Office staff - if there is only a single staff in the office, the office may be opened on the 4th May (or at a later date deemed suitable by the Parish Priest) with normal working hours and responsibilities. In the event that there are additional staff, sufficient social distancing must be strictly ensured or an alternate work day schedule must be in place for the staff to maintain adequate social distancing.
2. Air conditioning in the parish office is to be switched off during office hours. The office can be ventilated by switching on the fan(s) and opening the windows.
3. Cleaners, gardeners, housekeepers, cooks and general workers may return to work but social distancing must be strictly maintained.
4. All staff or volunteers must undergo temperature screening if working in an enclosed environment. Hand sanitisers and masks are to be made available. The staff/ volunteers must wear masks during working hours.
5. Letters from the Parish should be issued to staff to facilitate safe passage through security personnel roadblocks. (A template is enclosed)
6. Any staff or volunteer displaying flu like symptoms should notify the priest or administrator and stay home.
7. Individuals (not in groups) who have a special and urgent reason to see the priest or office staff must first make a prior appointment before the visit. As far as possible, if the matter could be handled by avoiding any physical contact, alternative means of communication should be used - telephone call, email, online conferencing. Visitors with prior appointments should have their temperature taken, hand sanitised and should be masked. Contact details of visitors should be recorded for the purpose of contact tracing.
8. The main gate of the church should remain closed and only visitors who have made prior appointment should be admitted.
9. Although offices may be opened, the government maintains a lockdown on religious activities involving mass gatherings.

A. All masses and liturgical services (except funerals under MOH and NSC guidelines) are currently suspended until further notice.

B. Other gatherings at the parish (e.g. meetings, formations, classes) will remain suspended until further notice.

C. BEC gatherings (e.g. prayer meetings, fellowship, rosary, etc) are to be avoided as social distancing is to be maintained.

D. We encourage parishes who have the capacity to do so to conduct meetings, classes, prayers, and formation via online platforms.

E. Home visits to the sick for sacraments can resume but with necessary precautions. The priests are to call ahead to determine if the person is suffering from any Covid 19 symptoms; visiting from house to house on a single day should be avoided.

The above guidelines may be revised from time to time in line with updates and additional SOPs issued by the authorities.

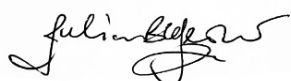
We leave it to the Parish Priest's discretion to decide on further measures which are not mentioned above and which may be needed by their respective parishes.

Let us continue to serve the Lord and our people as we maintain safe social distancing.

May the Lord bless all of you and your loved ones and may we seek the protection of the Blessed Virgin Mary and St Joseph, the Worker.

Given this day 1st of May of the Year of Our Lord 2020.
Feast of St Joseph the Worker

Your shepherds in Christ



+ Most Reverend Julian Leow Beng Kim
President Catholic Bishops Conference of
Malaysia

- + Most Reverend Simon Poh, Archbishop of Kuching**
- + Most Reverend John Wong, Archbishop of Kota Kinabalu**
- + Rt Reverend Bernard Paul, Bishop of Malacca-Johore**
- + Rt Reverend Cornelius Piong, Bishop of Keningau**
- + Rt Reverend Sebastian Francis, Bishop of Penang**
- + Rt Reverend Julius Dusin Gitom, Bishop of Sandakan**
- + Rt Reverend Joseph Hii, Bishop of Sibu**
- + Rt Reverend Richard Ng, Bishop of Miri**