

MEMORANDUM



ROMAN CATHOLIC
DIOCESE
of Calgary

DATE December 7, 2020

TO Clergy, Parish Office Staff, Coordinators for Christmas Hampers

FROM Rev. Wilbert Chin Jon

SUBJECT Christmas Food Hampers

In the memorandum released on November 24, 2020 on the new restrictions related to the state of public health emergency, general direction was given on the subject of Christmas Food Hampers as seen below.

- **Christmas Food Hampers** – The Diocese of Calgary will recommend to St. Vincent de Paul Society and other similar lay associations that food hampers be assembled in homes by the people in the same household. Parish facilities should not be used for the assembly of these hampers. Curbside drop-off and pickup are strongly recommended either in the parish parking lot or at the address of the recipients. Please continue to support charitable initiatives but avoid any form of gathering at this time.

The Diocese realizes that circumstances and practices differ at the level of the parishes and that the Diocese can only provide advice on the general guidelines and their implementation. The Diocese continues in its commitment to support charitable initiatives that provide assistance to families and individuals especially during these difficult time. The use of parish halls may be used for Christmas hampers provided that the appropriate health and safety protocols are in place and followed.

This memorandum will provide further guidance on how a parish may proceed with Christmas Food Hampers depending on their circumstances.

1. **GROCERY CARDS** – If a parish does not have the ability or does not have a lay association able to supply Christmas Food Hampers this year, one simple solution is to solicit parishioners to donate grocery cards of certain amounts to provide to families and individuals who request hampers. The parish may want to supplement this gift with a personal Christmas card to further express warmth and hospitality.
2. **IN-HOME ASSEMBLY** – If a parish is not able to safely plan the assembly of Christmas Food Hampers in the parish hall then perhaps distribute a grocery list to families so that they may assemble the hampers at home. Provide them with the necessary instructions including the instructions on the curbside drop-off in the parish to coordinate with your distribution plan.

3. **PROTOCOL FOR ASSEMBLY IN THE PARISH HALL** – The following protocol has been provided by the Society of St. Vincent de Paul to demonstrate what may be possible. Their aim has been to limit the number of volunteers and to follow current health and safety restrictions.

St. Vincent de Paul Protocols

Do not participate if you have any cold/flu symptoms.

Everyone who enters this space **MUST** wear a mask.

Maximum number of people:

THREE if **TWO** are from the same cohort/family unit

In The Pantry or Assembly Space

- ✓ Use the hand sanitizer provided when you **START & FINISH** your task
- ✓ Gloves are provided but not required

There is a bottle of disinfectant spray on the table and some cloths.

When you're done packing a hamper:

- ✓ Spray “high touch” areas
 1. Freezer handles
 2. Cooler handles
 3. Door knobs

When you're done spraying, say an Our Father and a Hail Mary then wipe. This gives the sanitizing spray time to do its work.

- ✓ Leave the cloth on top of the bottle. These can be re-used. If it's wet, looks dirty, toss in the mop bucket by the door. We can launder these.
- ✓ **Remind hamper recipients to wash all fruits and vegetables with soap and water.**
- ✓ ****When you get home, wash your hand with soap and water. Clean “high touch” spots in your vehicle.****