



## **POLICY AND PROCEDURES FOR MARRIAGE SOLEMNIZATIONS OF UP TO 100 PERSONS AT THE CHURCH OF SAINTS PETER AND PAUL**

### **1. Overall**

- 1.1. The Church of Saints Peter and Paul (SPP) is recommended to appoint a Safe Management Officer (SMO) to ensure that the safe management measures as defined by the Ministry of Culture, Community and Youth (MCCY) <sup>1</sup> and the Ministry of Health (MOH) <sup>2</sup> are adhered to.

### **2. Group Size Limit**

- 2.1. The group size must not exceed 100 persons throughout the entire marriage solemnization, excluding Solemnizer, vendors and SPP staff/volunteers. Vendors and SPP staff/volunteers should be kept to the minimum required.
- 2.2. Guests should be split into fixed groups of up to 5 persons each under the responsibility of the wedding couple, with no intermingling or mixing and must maintain a 1 metre safe distancing between groups. An exception may be made for a designated core “wedding party” comprising up to 20 persons (including the bride and groom), which is part of the 100 persons. Individuals in this “wedding party” may interact with one another within the party. However, they must not intermingle or mix with other attendees outside the “wedding party”.
- 2.3. At least one-metre safe distancing must be observed between the “wedding party” and other groups at all times, including for photo-taking.
- 2.4. The wedding couple is to declare their guest and vendor list to the Solemnizer at least one day before the solemnization in accordance with the advisory from MOH.<sup>2</sup>

### **3. Zoning Requirements**

- 3.1 If the total number of attendees is between 50 to 100 persons, attendees must be split into either multiple zones of up to 50 persons, excluding Solemnizer, vendors and SPP staff/volunteers.
- 3.2 All attendees, including the couple and “wedding party” should only belong to one zone each. Crossing of zones is not allowed, except for the wedding couple who may do so briefly, e.g. to take photos. Service staff may also cross between zones as necessary to perform their job. The Solemnizer and/or Communion Ministers may cross between zones to give Holy Communion to the attendees in each zone.

#### **4. Management of Common Facilities**

- 4.1. Where possible, SPP should identify hotspots, e.g. entry/exit points, etc for potential bunching and implement a control mechanism to prevent/disperse crowds. SPP to include the deployment of Safety Management Ambassador (SMA) to remind attendees against clustering and loitering in common areas.

#### **5. Use of Face Masks**

- 5.1. The wedding couple should ensure that attendees are wearing face masks in accordance with the prevailing national policy, with the exception of the bride and groom who may wear face shields during the course of the event instead. The bride and groom may also remove their face shield or mask for key moments (e.g. when exchanging vows or rings, kiss, march in/out) as long as they maintain a safe distance of at least two metres from others at such times.
- 5.2. Masks may be removed momentarily for photo-taking.

#### **6. Food and Beverage**

- 6.1. Food and beverage should not be served at solemnizations.

#### **7. High-risk Activities**

- 7.1. Live performances or activities involving singing or loud talking/shouting are not allowed.

#### **8. Staggered Timing, Attendance Control and Contact Tracing**

- 8.1 SPP should conduct checks on visible symptoms for attendees at entrances and turn away those with fever and/or who appear unwell.
- 8.2 All attendees to check in to the event using SafeEntry, to scan the Church's QR code and complete the required details when seated in the allocated pews, identified with the yellow stickers.
- 8.1. There will be two zones of up to 50 persons each. Each zone will be separated by a barrier with at least three metres physical spacing. The first 50 attendees will be seated in the pews as identified at the front zone. Entry into the church will be temporarily closed after the first 50 persons are admitted and for the barriers to be set up before re-opening for the remaining persons to be seated in the rear zone. (ANNEX A)
- 8.2. Attendees have to be seated in groups of no more than 5 persons, with one metre safe distancing between groups. There should be no mingling between attendees before, during and after each service.
- 8.3. All guests should download and activate TraceTogether before attending the event.

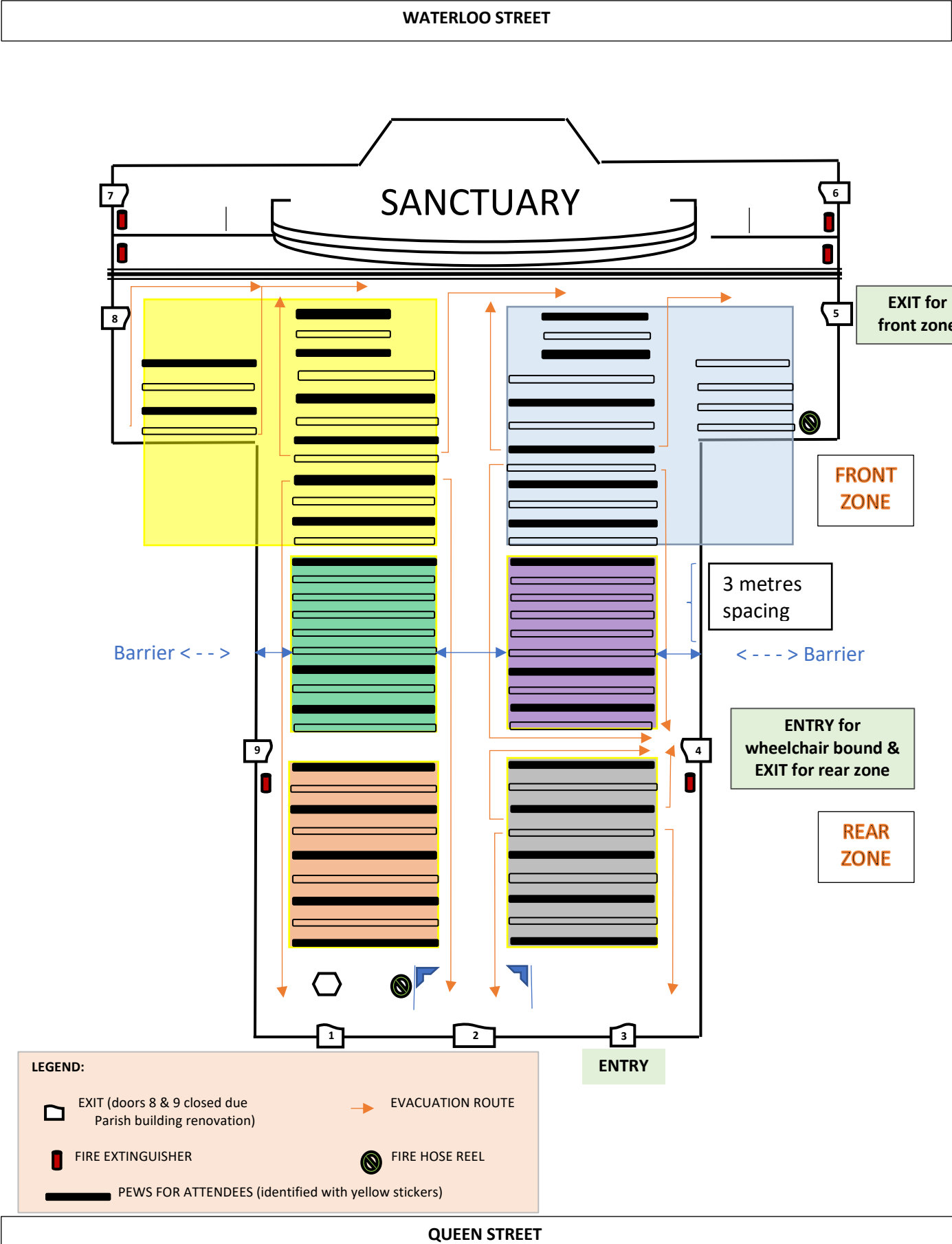
- 8.4. The wedding couple is encouraged to adopt contactless modes of operation where possible, e.g. online attendance taking to minimise contact between individuals.

## **9. Others**

- 9.1. No parking in the church compound except for the wedding car, the solemnizer's car, one car for the advance party, one car each for the bridegroom and bride's immediate families, up to a maximum of five cars. Car plate numbers to be provided by the wedding couple to SPP at least one day before the solemnization. Entry/Exit for cars only via the gate along Waterloo Street (ANNEX A).
- 9.2. Attendees to enter the church compound only through the gate along Queen Street and exit through the gate along Waterloo Street after check-out via SafeEntry (ANNEX A).
- 9.3. Attendees entering the church building through door 3 will be subject to thermal temperature scanning. Any attendee failing thermal temperature scanning will exit the church building through door 1 for temperature re-check with the ear thermometer after sufficient rest. Attendee with temperature equal or above 37.5 degrees centigrade using the ear thermometer will be denied entry and advised to consult a doctor (ANNEX A).
- 9.4. Wheelchair bound or physically challenged entering the church building through door 4 (with ramp) with one caregiver will be subject to temperature check with the forehead thermometers. Attendee failing temperature check with the forehead thermometer will be subject for temperature re-check with the ear thermometer after sufficient rest. Attendee with temperature equal or above 37.5 degrees centigrade using the ear thermometer will be denied entry and advised to consult a doctor.
- 9.5. Attendees in the front zone to exit the church only through door 5 at the right transept and attendees in the rear zone to exit through door 4 in the middle of the church during service. Re-entry into the church only through the same door with approved stickers.
- 9.6. After service, attendees in the front zone to exit the church only through door 5 at the right transept and attendees in the rear zone through door 4 in the middle of the church.
- 9.7. The wedding couple should use the commentator's script in ANNEX B for general announcement before, during and after Mass. They are free to add their own announcement.

<sup>1</sup> Resumption of more religious activities in phase two issued on 18 June 2020, paragraphs 4, 5, 8, 10 to 15, 18, 19 updated as of 30 Sep 2020 by the Ministry of Culture, Community and Youth (MCCY)

<sup>2</sup> Ministry of Health's Safe Management Measures for Marriage Solemnizations and Receptions with effect from 3 Oct 2020



## Church of Sts. Peter and Paul

### *Commentator's Script – Advisory for Marriage Solemnizations in view of Covid-19*

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*Commentator:* Good morning / afternoon family members and friends of <BRIDE> & <GROOM>

Due to the COVID-19 situation, we have put in place safety measures for your well-being. Please listen to these instructions carefully:

1. Please ensure that you have completed check-in via SafeEntry and contact tracing form by scanning the QR codes on the pews.
2. During the entire Wedding, except for the authorised personnel, no crossing of the barriers set up in the middle of the church. No live-singing is permitted.
3. You should put your mask on at all times and observe the 1 metre safe distancing between groups of no more than 5 persons.
4. If you are feeling unwell during the ceremony, please approach any of the wedding team for assistance.
5. **Holding and shaking hands** are not allowed, especially during the Sign of Peace.
6. Please note the following for the reception of Holy Communion:
  - a. Holy Communion is only for baptised Catholics.
  - b. Before receiving Communion, the wedding team will be assisting you with the sanitisation of your hands.
  - c. **When coming up to receive Holy Communion, queue up in a single file. Pause at the yellow lines** marked on the floor, remaining 1 metre apart from the person in front of you. You are to approach the minister **only when the person in front of you has moved away.**
  - d. Receive the Sacred Host on your hand with your mask on.
  - e. After receiving on the hand, move away from the minister and follow the markings on the ground. **Only when you have stood on the yellow line on the side (away from the minister),** remove one side of your mask and consume the Host. Thereafter, immediately put your mask back on and return to your seat.
7. If you wish to exit the Church during Mass, you are to do so only through the door at the right transept (*commentator gestures to the exit*) if you are seated in the front zone and the door in the middle of the

church (commentator gestures to the exit) if you are seated in the rear zone.  
Re-entry into the church only through the same door.

Thank you and have a blessed Mass.

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*Commentator: Repeats Instructions for Holy Communion after 'Lord, I am not worthy that you should enter under my roof' [Repeat Points 6a to 6e]*

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### **After Wedding:**

*Commentator can announce this after the Priest genuflects.*

8. Please be seated. We will proceed with the photo-taking which will take place in the 2 zones separately. (Front zone first and the couple move to the rear zone thereafter). I will announce the group that will be taking the photo and also the next group so you can prepare to step up.
9. Once you hear the group that you belong to, please approach the couple with your mask on. Only when you are positioned, the photographer will give you the cue to remove your mask momentarily. Put on the mask immediately once the photo has been taken and move off from your position. Leave the church immediately. For the guests in the front zone, please exit through the door at the right transept (commentator gestures to the exit). If you are seated in the rear zone, please exit through the door in the middle of the church (commentator gestures to the exit).
10. Please leave the church compound immediately. Do not gather and crowd around. Exit promptly through the gate along Waterloo Street.
11. Remember to check-out via SafeEntry.

*The Commentator then proceeds to announce the groups for photo-taking. If necessary, the commentator to repeat the instructions for leaving the church.*

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Preparation: Church of Sts Peter and Paul Liturgical Committee  
Under guidance and procedures by the Parish Covid-19 Taskforce