**memorandum**

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| --- | --- |
| **To:** | Parish Office Staff |
| **From:** |  |
| **Date:** |  |
| **Re:** | Phased Reopening of Parish Office - REVISED |

Due to the most recent Executive Order 2020-97 we have had to adjust our Phased Reopening Plan for our parish offices. Please read the attached and direct any questions you have back to me.

The Executive Order also requires employees to complete a COIVD-19 training program. We are requiring all employees to complete a FREE online training available through the Occupational Health and Safty Administration (OSHA) found here: <https://www.360training.com/course/coronavirus-awareness> From this page, click on BUY NOW and register yourself for the program. While you have to “purchase” the program, it is FREE so you don’t have to enter any credit card information. Once you complete this 20 – 30 minute program, please print a copy of your certificate and return it to NAME, who has been designated as the COVID-19 supervisor. The certificate will be placed in your personnel file.

I have also included a copy of the Diocese of Lansing’s COVID-19 Preparedness and Response Plan which is also a requirement under the Executive Order. Please read through it, complete the online training, review the Church Provided Emergency Paid Sick Leave and Family Medical Leave Policy, and sign the Acknowledgement page. Return the signed Acknowledgement to NAME. The signed Acknowledgement will be placed in your personnel file.

If you have any questions, please let me know.

# Phased Reopening of Parish Office

According to OSHA standards, most parish employees are considered low risk of contagion of Covid-19 since we have limited daily face-to-face interactions with the general public and our work areas are/will be arranged so that employees are six feet apart.

Employees who work in the reception area are at a slightly higher risk of exposure when the parish office is again open to the public. [We have installed a plexiglass barrier to reduce the amount of exposure employees who work in the reception area have to the public. OR The glass/plexiglass barrier between the public and the employee working there substantially reduces the opportunity for exposure from interactions with the public.] [If you don’t have a barrier or won’t install one: We have marked a spot six feet from the reception area so that the public who enter our offices know to distance themselves as much as possible.] Employees who share work spaces will need to frequently wipe down shared equipment such as telephones and keyboards between uses as needed.

NAME has been designated as our onsite COVID-19 supervisor. If an employee comes down with covid-like symptoms and needs to go home, he/she will notify the designated supervisor immediately. The employee will also stay in touch with the designated supervisor as to medical treatment and/or testing. If an employee tests positive for COVID-19 or has been exposed to someone who has tested positive, the employee is required to notify the designated supervisor as soon as possible.

We will take a phased approach to reopening.

## Phase One

DATE

* Designated essential staff may work from their offices, staggering their schedules as necessary to reduce contact with others in the office.
* Employees who are teleworking should plan to do so as much as possible through at least Friday, June 12, 2020, or until the Michigan Stay Home Order ends.
* All employees are allowed to enter the offices as needed as of DATE; however the offices will remain closed to the public at least through DATE, possibly longer. [Priests and ministry staff may want to establish “by appointment” procedures to minimize the amount of non-employee traffic through the offices while they are closed to the public. OR The parish will reopen with limited hours on DATE.]
* The buildings will be cleaned [daily, bi-weekly, weekly]. Employees will be given disinfectant spray/wipes to wipe down their offices and high touch points (door knobs, light switches, telephones, desks, chairs, keyboards, etc.) twice daily.
* All water fountains are shut down and may not be used by employees or the public.
* Up to three non-medical grade masks will be provided to any employee who requests them. [The masks can be home made and washable or disposable.] Employees who prefer to wear a mask may bring their own if they wish. Because our employees are categorized as low risk for the contagion, we will not require all employees to wear masks in their workspaces.
* Designated staff will continue to apply disinfectant daily to common area touchpoints (doorknobs, push bars, elevator buttons, handrails, countertops, tables, light switches.)
* Hold meetings via an electronic platform as much as possible. In-person meetings should be minimal and held in large meeting spaces. Proper spacing needs to be maintained during meetings. [We will require employees to wear masks at staff meetings if we cannot maintain six feet of distance.]
* Employer will post reminders at all sinks in the building that employees are required to wash their hands frequently to reduce the spread of illness.
* Employees and guests who enter the parish offices at any time are required to:
	+ Enter through the main entrance. You may exit out any door.
	+ Complete the daily log indicating that they have been symptom free from illness over the past 24 hours.
	+ Have a body temperature of 100.4 degrees F or lower to be allowed into the building. [If the employee doesn’t have a thermometer at home to take his/her temperature, you may want to consider purchasing a contact-free thermometer and have it provided at the entrance.]
	+ Wash hands frequently throughout the day. If you cannot access a sink and soap, use hand sanitizer.
	+ Cover coughs/sneezes with a tissue or crook of elbow. Discard of tissues in the trash.
	+ Wipe down their work area with disinfectant twice daily.
	+ Wipe down with disinfectant common area touchpoints (doorknobs and jambs, tables, light switches, etc.) within their work area daily.
	+ Maintain at least 6 feet of distance from others at work when talking.
	+ Leave work immediately if you begin to feel ill so as not to expose others.
	+ Notify your designated COVID-19 supervisor if you come down with any sort of illness and are seeking medical attention. If exposed to or diagnosed with Covid-19, please notify your designated COVID-19 supervisor as soon as possible. Lisa Kutas, Diocesan HR Director can help provide guidance as needed.
	+ Limit one person at a time in breakrooms/coffee areas. Communal lunch areas are temporarily closed with closed signs posted.

## Phase Two

DATE

* All employees are allowed back in the buildings working regular hours.
* Intermitent telework may continue to be allowed through DATE with supervisor approval.
* All other provisions above remain the same.

## Phase Three

DATE

* The daily symptom log and body temperature check is suspended for employees.
* Employees are expected to work in the offices, regular hours.
* Social distancing parameters may be relaxed to something less than six feet.
* Offices are reopened to the general public. Meetings with outsiders may resume.
* Communal lunch spaces are reopened.
* Daily cleaning and sanitizing standards may be relaxed.
* Employee hygiene standards will remain in place indefitinetly.

Access to Building Log and COVID-19 Workplace Health Screening

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area(s) in Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In the past 24 hours have you experienced (circle answer):**

|  |  |  |
| --- | --- | --- |
| Felt feverish | Yes | No |
| New or worsening cough | Yes | No |
| Shortness of breath | Yes | No |
| Sore throat | Yes | No |
| Diarrhea | Yes | No |
| Current body temperature taken today: \_\_\_\_\_\_\_\_ F (below 100.4 F) |  |  |

If you answer “yes” to any of the symptoms listed above please do not enter the building. Self-isolate at home and contact your primary care physician for direction.

**In the past 14 days have you:**

|  |  |  |
| --- | --- | --- |
| Had close personal contact with an individual diagnosed with COVID-19?  |  Yes |  No |
| Traveled by air internationally or domestically? |  Yes |  No |
|  |  |  |

If you answer “yes” to either of these questions, please do not enter the building. Self-quarantine at home for 14 days from the date of exposure or air travel.

*(Make copies of this document and place in a binder for employees to complete upon workplace entry.)*