

May 12, 2020

To: **ANO Administrative Offices Staff**  
From: Office of Human Resources  
Re: **Partial Re-Opening of ANO Offices following the Governor's STAY HOME Proclamation**  
Initial Office Opening: *Effective Monday May 18, 2020*

---

#### Protocols for ANO Administrative Offices for Partial Re-opening, PHASE ONE:

Governor Jon Bel-Edwards "Stay Home Proclamation" expires on May 15<sup>th</sup>, and he is implementing Phase One of the re-opening of Louisiana Businesses.

#### Who does it affect?

Administrative Staff of the Archdiocese of New Orleans' Walmsley, Howard Avenue and outside Ministry locations.

#### Who will make determinations for your Office?

Supervisors will notify staff who may be requested to work on-site, and arrange a schedule so that no more than 25% of your office's staff are working on-site on any given day.

- Partially and Fully Furloughed Staff will continue to be furloughed as designated during Phase One.
- Supervisors may alternate the schedules of those who will report to work on-site, such as every-other day.
- Staff who are considered high-risk either due to age or underlying medical conditions, should continue to be encouraged to work remotely as much as possible at this time.
- Of course, staff can also continue to work from home remotely at this time.

#### What is required for you to access your work location during Phase One?

**Staff who are asked to report to work on-site should follow the CDC guidelines and STAY HOME if not feeling well, exhibiting symptoms, or have had proximity with someone who is positive with the COVID-19 virus.**

- ✓ CDC [Stay Home when you're Sick](#) Poster.

#### What Safety Protocols are required when on premises?

- 1) Wear a face mask that covers your nose and mouth, as you are approaching/entering the building, and while in any common areas where there are other people until you reach your office.
- 2) Use sanitizing wipes or other barriers [gloves/disposable paper towels] to open any doors to the building.  
✓ *Due to the current shortage of these products, please bring the supplies you might need at this time.*
- 3) Masks will not be required while you are working in a private office with no others in near proximity.
- 4) Maintain Social-distancing of at least 6 ft. from other staff while in the building.
  - *Supervisors, take special note to maintain this distancing in Cubicle areas of your office.*
- 5) Attempt to limit your use of common areas such as Kitchen, conference or training rooms, and or lavatories when others are present; no congregating in those areas.
- 6) Sanitize the area following your use of shared equipment, such as microwave, fridge, copy machines and/or common computer keyboards or telephones.
- 7) Wear a face mask when leaving your office area for the day, until you have safely exited the building and are out of proximity of others.

#### Outside Visitors?

During Phase One of the Reopening, Staff should refrain from having Visitors in our Administrative Offices.

#### Building Facilities Services

Our contracted facilities services will continue to clean and service our offices as usual during this time.

#### Other helpful Resources

- VISIT our "[Staff Benefits Information Page](#)" with **Cornavirus Resource area** of our Arch-NO website.
  - [HR Downloads page](#) for CDC Guidelines on precautions to take if you have a sick family member, etc.

#### Further Recommendations?

Reference the [Centers for Disease Control](#) information for [Businesses and Workplaces](#) pages for more information.

#### When will we Re-assess or move to Phase Two?

*We will follow the Governor's advisements, and expect to reassess in about three weeks as to next steps.*

✚ Thank you for your dedication to your Ministry!

*"Do not let your hearts be troubled"... JN 14*