

To: All Archdiocesan Staff

Protocols for reporting COVID-19 Exposure or Illness

Archdiocese of New Orleans Parishes, Schools and Administrative Offices

The Archdiocese of New Orleans Offices and Staff will continue to rely on guidelines and protocols issued by the CDC, the Louisiana Dept. of Health, and State and Local Governmental Offices in the parishes where we work, to set the protocols for us to follow related to COVID-19 and our staff. *Please note that there may be additional, specific guidelines for our Health Care entities, Agencies deemed to have Essential Workers, and our Catholic Schools.*

We have issued and posted Emergency Sick and Family/Medical Leave guidelines on our Staff Benefits pages which have been in place since April 1st and continue through December 31, 2020.

Because of the very fluid nature of these mandates, and in order to follow the best medical advisements, we will continue to post the most recent links and updates for the safeguarding of our most precious asset, our STAFF.

In General, PLEASE NOTE the following guidelines for ‘What to Do’ should you become sick or are exposed (*in close proximity for 15 + minutes*) to someone who tests positive for COVID-19. Remember, your location may have ADDITIONAL specific requirements [*such as temperature checks when reporting to work.*]

Please reference the following resources and guidelines or visit our [Staff Benefits Pages](#).

- [Follow the daily checklist](#) for REPORTING TO WORK and STAY HOME if SICK
- Be kind to your fellow staff, and wear a MASK when in the presence of others
[Click here for the Governor's Proclamation](#)
- NOTIFY your SUPERVISOR of exposure/illness and provide a Dr.'s note as appropriate



Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

Follow CDC timelines on how long to stay away from work for illness or exposure:

- [CDC Poster - Quarantine vs. Isolation](#)
- [CDC Poster - Stop the Spread of Germs](#)
- [CDC - When to Start and End Quarantine](#)

- [CDC Poster - Symptoms of Covid-19](#)
- Employees who have **symptoms** (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow **CDC-recommended steps**. Employees should not return to work until the **criteria to discontinue home isolation** are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and **follow CDC recommended precautions**.

Staff member must complete an AFFIDAVIT to Return to Work for their employment file:

- [Louisiana Dept. of Health - COVID-19 Employee RETURN to WORK AFFIDAVIT](#)



- *****[Families First CoronaVirus Response Act - Employee Notice](#)***

***Does not apply to all locations; Agencies with 500 or more staff are not subject to this protocol.*

Up to 2 weeks of Emergency Paid Sick Leave, and up to 10 weeks of Emergency paid FMLA leave may be available for COVID-19 related reasons as referenced in the Employee Notice for affected locations. *This leave is granted BEFORE the location draws down any personal bank of accrued leave time. Please check with your payroll or HR office for any requirements.*

- [Emergency Paid Leave Request Form - under the Families First Coronavirus Response Act](#)

Medical certification / Doctor's note is required to substantiate EPSL or EPFMLA.

Notifying Families | Staff of an Exposure at Work:

*Your location may use the template from the Communications Office to notify staff or outside constituents of an exposure in the workplace. It is important to remember **HIPAA PRIVACY RIGHTS which PROTECT the CONFIDENTIALITY** of the person who is affected, and does not disclose their name in these announcements.*

FMLA Leave

In addition, there may be FMLA job protected leave available for time away due to COVID-19. Please check with your payroll or HR office for any requirements.

- [Families First CoronaVirus Response Act - Employee Notice - \[for affected Entities\]](#)
- [Emergency Paid Leave Request Form - under the Families First Coronavirus Response Act](#)
- [FMLA Leave - Fact Sheet for Schools, Entities](#)
- [FMLA Poster of Employee Rights and Responsibilities](#)
- [FMLA Medical Leave Request Form](#)

ADA considerations

Please note there could be additional protections for a staff-member with COVID-19 related vulnerabilities, should their medical provider advise of these concerns. These protections require the location to have an interactive conversation and/or attempt to engage in an accommodation that allows the staff member to do their job with consideration for the medical provider's request.

Other information from the CDC Frequently Asked Questions on COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Cleaning and Disinfection

How long do companies need to close for disinfection after an exposure? How long before other workers can come back to work?

Companies do not necessarily need to close after a person with confirmed or suspected COVID-19 has been in a company facility. *The area(s) used or visited by the ill person should be closed for 24 hours or as long as possible.* Open outside doors and windows as much as possible ensuring that doing so does not pose a safety risk to children using the facility (i.e. make sure that children are not able to enter the closed off area through any windows or doors). and use ventilating fans to increase air circulation in the area. Once the area has been appropriately disinfected, it can be opened for use. *Workers without close contact with the person with confirmed or suspected COVID-19 can return to work immediately after disinfection is completed.*

TRAVEL Guidelines

Please note the **CDC's Travel Guidelines** page, for further detailed information:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

We invoke God's Mercy and Divine protection for all during this unprecedented time, and Pray Heaven's safeguarding for you and all those you love.

Please advise our offices with any questions or concerns.