

Dear Pastors, Administrators and Business Managers:

In response to the COVID – 19 (Coronavirus) implications in the Diocese of Lincoln we want to share the following guidance:

Chancery Offices:

- Effective Wednesday, March 18th building access for both the Chancery and the John XXIII Catholic Center are closed to the public
- Non-essential meetings and activities to be held at the Chancery or John XXIII Catholic Center should be cancelled until further notice
- Employees will be informed by their supervisor if they are required to report to the chancery or expected to work from home. The goal is to minimize the number of people working in close proximity to one another.
- Employees who are requested to work from home and can, should.
- Employees who are not requested to report to the chancery, but are unable to work from home will receive pay through March 31 without having to take any leave. This pay will be calculated similar to holiday pay. The situation will then be reevaluated.

Parishes:

Parish pastors should assess the nature of their respective parish office functions and consider implementing similar actions at the parish level. When employees are able to carry out work functions from home, that options should be seriously considered. Please work diligently to accommodate the needs of your employees. We are asking you to pay your employees their regular scheduled pay regardless of whether they work or not thru April 1 when the situation will be reevaluated.

Pastors are to remind their parishioners of the ongoing financial needs of the parish and how they may continue to make their regular offertory gifts by mail or electronic fund transfer. Some suggested steps include:

- Ask parishioners to update their contact information with parish office, especially email addresses
- Encourage parishioners to bookmark your website and "Like" your Facebook page to stay up-to-date on communications.
- Remind parishioners about electronic giving options in lieu of weekly envelopes.

We are monitoring Federal Programs for disaster relief and unemployment to see if there are any programs or legislation that our parishes, schools, and/or employees may get relief from. We will continue to communicate on this issue.

Tracy Lockwood, Finance Officer of the Diocese of Lincoln

Chancery Office, 3400 Sheridan Blvd, Lincoln NE 68506-6125

402-488-0921

tracy-lockwood@lincolndiocese.org