



DIOCESE
of
LAFAYETTE-IN-INDIANA

March 6, 2020

Dear [School/Parish Name] families,

Coronavirus (COVID-19) has been prevalent in local and national news in recent weeks. According to the Indiana State Department of Health, the Centers for Disease Control (CDC) reports the current risk of infection and person-to-person spread in the United States is low. Even though current risk levels are considered low, we will stay in communication with our local health department as updates continue and provide information as we are made aware.

The diocesan Office of Communications will be the official channel of communication should an outbreak occur, therefore it is important that you keep Gabby Hlavek (ghlavek@dol-in.org) updated on your local situations. The Office of Human Resources, Jeanne Lausten (jlausten@dol-in.org), will be working to help us understand Coronavirus as we move forward and any accompanying policies that may be issued regarding an outbreak will come from this office.

We recommend that you frequently check your [local health department's](#) updates, the [World Health Organization](#) website and the [Indiana State Department of Health](#) for other updates.

In the meantime, we are encouraging healthy habits during school and work hours such as hand-washing and monitoring students/employees/volunteers for flu-like symptoms. We also have hand sanitizer readily available.

Below are some additional steps that the CDC recommends to help prevent the spread of germs:

- Stay home when sick. The recommended time frame is to stay home until fever free for at least 24 hours.
- Avoid touching eyes, mouth, or nose with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces in the home/work place.
- Cover a cough or sneeze with a tissue. If one is not available, cover cough or sneeze with the inside of your elbow. Immediately dispose of used tissues.

You can find additional guidance from the CDC for your home [here](#).

If you have questions regarding sick time or other human resources policies should one of your teachers or staff become sick with the coronavirus, please contact our Office of Human Resources. Depending on the severity of an individual's illness, a coronavirus case most likely will be considered an FMLA-qualifying serious health condition that would allow an employee of a covered employer (generally, an employer with 50 or more employees) to take job-protected FMLA leave, with healthcare benefit continuation, to care for themselves or a close relative (a parent, spouse or child). If any conditions in our diocesan community change, we will further communicate with you.

Let us all continue to pray for all those affected by the Coronavirus.



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Additional Resources

Links:

- Coronavirus Disease 2019 Information for Travel

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

- Guidance for Schools - CDC

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>

- Guidance for parents – CDC

<https://www.cdc.gov/coronavirus/2019-ncov/community/home/index.html>

- Regular updates from the Indiana Health Department on the coronavirus:

<https://www.in.gov/isdh/28470.htm>

School and Parish leaders:

- Stay in communication with local health departments
 - Plan – in the event that Coronavirus outbreak occurs within community
- Evaluate safety protocols
- Stay in communication with other local schools, parishes and school districts
- Work with OCS and diocesan offices on steps in the event of an outbreak