



Memorandum

Attn: All Diocesan Employees

Date: 03/04/2020

Re: Diocesan Epidemic Response

I. Preventative Measures – Effective Immediately

1. Proper Hygiene
 - a. Washing of hands with soap, under warm/hot water after using the restroom
 - b. Frequent use of hand sanitizer products after contact with foreign objects
 - c. Avoiding direct hand to eye, hand to nose, or hand to mouth contact.
 - d. Covering of the mouth and nose with the bend of the arm when sneezing or coughing when a tissue is not readily available
 - e. Frequent cleaning and sterilization of surfaces like desktops, keyboards, phone receivers, doorknobs etc.
2. Acknowledgement and adherence to recommendations of the Center for Disease Control (CDC) of the U.S. Public Health Service specific to a viral or bacterial outbreak.

II. Operational Responses (IN EFFECT AS OF 3/7/2020)

Should we enter a state of emergency whereby our diocesan entities are impacted by a health risk as determined by local, state or federal governments, the following will serve as the diocesan response procedure.

Diocesan Schools - Directives

1. Operations of diocesan schools will follow the response procedure of their public school counterparts, on a county-by-county basis.
 - a. Public school corporation closures for the purposes of disease prevention in a county containing a diocesan school will result in that diocesan school's closure.
 - b. Follow all recommendations made by your local or the state Health Departments that apply to schools.
2. In the instances where a diocesan school closure occurs on the basis of disease prevention:
 - a. Employee compensation will follow the 'Inclement Weather' policy outlined in the diocesan handbook.
 - b. Custodial staff will be provided all necessary safety wear and cleaning materials to conduct a disinfecting/deep clean of the premises prior to the reopening of the school.
3. All schools should be prepared for immediate implementation of 5 electronic learning days.
 - a. Per state regulations, educational institutions are allotted (up to) 20 electronic based learning days for remote instruction.

- b. All diocesan schools should pre-emptively prepare for administration of the remaining 15 days allotted, should they become necessary for continued instruction.

Diocesan Parish Offices - Recommendations

1. Parish offices in parishes with a parochial school, follow the operational schedule of the school.
2. Parish offices in parishes without a parochial school should follow the response procedure of their county's public school system.
3. In the instances where a parish office closure occurs on the basis of disease prevention:
 - a. Employee compensation will follow the 'Inclement Weather' policy outlined in the diocesan handbook.
 - b. Custodial staff will be provided all necessary safety wear and cleaning materials to conduct a disinfecting/deep clean of the premises prior to the reopening of the parish.

The Catholic Center - Directives

1. Regardless of the operational capacity of Fayette County parishes and schools, The Catholic Center will remain operational as the Emergency Management Headquarters of the diocese.
2. Decisions to close The Catholic Center will be made by the Office for Human Resources in conversation with the Office of the Bishop and Secretariat Leadership.
3. In the event The Catholic Center closes for disease prevention, essential personnel will be available onsite or remotely.
 - a. Essential personnel includes:
 - 1) Secretariat Leadership
 - 2) Human Resources Director
 - 3) Catholic Charities Director.
 - b. All other salary-exempt personnel will work remotely to the extent possible.
 - c. Employee compensation will follow the 'Inclement Weather' policy outlined in the diocesan handbook.

III. Travel Restrictions

1. In instances where diocesan entities are on alert, but have not yet closed as a preventative measure, it is **recommended** that professional travel be limited. Professional travel to national-level events and to areas more severely impacted by the viral/bacterial outbreak is **highly discouraged**.
2. In instances where a diocesan school is closed as a preventative measure, professional travel by staff at that school is **prohibited**.
3. In instances where a parish or other diocesan location is closed as a preventative measure, professional travel by staff at that parish or location is **strongly discouraged**.

IV. Liturgical Recommendations (UPDATED 3/12/2020)

Although extending beyond the purview of Human Resources, the School's Office, and Pastoral Life, it is recommended that the following practices be considered in reference to the celebration of the Mass:

1. Sign of Peace - offer without the shaking of hands.
2. Eucharist
 - a. Forgo offering the Eucharist in the species of the wine.
 - b. Reception of the Eucharist through the hands rather than directly on the tongue.
3. Opportunities for hand washing should be made available at every Mass site.

4. Vocal choirs are of particular concern because of close proximity and droplet contamination from singing. Churches who do not cancel services should consider suspending rehearsals or limiting participation. Two of the Harrison County, KY infections were likely transmitted by church choir rehearsal exposure.

Addendum 1

II. Operational Responses (Revised March 17, 2020)

Diocesan Daycare Facilities

1. Diocesan daycare facilities will remain open at the location supervisor's discretion except in the instance of a government-mandated shut down of daycare facilities.
 - a. The local program director will take appropriate staffing measures on a day-to-day basis, maintaining state standard ratio requirements.
 - i. The local program director will identify the essential personnel in the building as the starting point for ratio requirements, and then apply an objective rotational approach when deciding which ancillary staff member will be sent home on a day-to-day basis.
 - b. It is highly recommended that the local program director implement additional hygienic measures to insure the safety of children and staff such as:
 - i. Scheduled hand washing breaks throughout the day
 - ii. Scheduled disinfecting of surfaces throughout the day
 - iii. No employee to employee physical contact
 - iv. Cleaning/Disinfecting of eating areas immediately before and after meal times
 - c. Employees should call into work if they are feeling sick.
 - d. The local program director should use discretionary authority in sending home employees and children alike who exhibit signs of illness.
2. In instances where employees are sent home or removed from the schedule as a calculated staffing measure, those employees would not be compensated for time missed.
 - a. Due to the operational realities of diocesan daycare facilities, employees will not receive employer-sponsored compensation for time missed nor be permitted to supplement time lost with their PTO.
 - b. Employees will continue to accrue PTO and maintain their existing benefit classification. In turn, employees will maintain all insurance benefits in which they participate through their employer.
3. In instances where employees are sent home due to exhibiting symptoms of illness, the employee will be allowed to utilize PTO time to compensate for the time lost due to illness.
4. In instances where there is a government-mandated shut down of daycare facilities, requiring the suspension of daycare operations, the following measures will be implemented due to operational realities:
 - a. Hourly, Non-Exempt employees will retain employment for the duration of a suspension of operations.
 - b. PTO utilization requested and approved by the local program director prior to the suspension of operations will be honored.

- c. Employees will continue to accrue PTO and maintain their existing benefit classification. In turn, employees will maintain all insurance benefits in which they participate through their employer.
- d. Utilization of accrued vacation time to supplement work hours lost will be permitted.
- e. Daycare staff will be provided all necessary safety wear and cleaning materials to conduct a disinfecting/deep clean of the premises prior to the reopening of the facility and be compensated for that time at their existing rate of pay.