



Parish Office Return to Work Safety Protocols October 14, 2020

The following are guidelines for clergy, religious, paid staff and volunteers returning to work or volunteer assignments at Archdiocese Parish Offices. **Until further notice ALL parish offices are still closed for all ministry meetings.** Please contact the Human Resources Department at (213) 637-7494 if you have any questions.

Illness self-assessment prior to reporting to work or while at work

- Before reporting to work, on a daily basis, do a self-assessment.
 - Do you have a fever of more than 100.4 degrees?
 - Do you have a sore throat?
 - Are you coughing or sneezing?
 - Experiencing body aches?
 - Experiencing shortness of breath?
 - Have you been caring for or been in contact with someone who has been diagnosed with or is showing symptoms of COVID-19?
- If you answered yes to any of these, please notify your supervisor and stay home.
- If you begin to develop any of these symptoms while at work, notify your supervisor and go home immediately, if you cannot go home immediately, you will be placed in isolation until you are able to go home.
- Contact your doctor.
- If your doctor advises you to be tested for COVID-19, be sure to notify your supervisor, follow doctor's orders and self-quarantine. Provide the results of your test to your supervisor. Your supervisor will advise you to stay home and will contact Human Resources for further guidance.
- If an employee develops symptoms as noted above, close their office or cordon off their workspace and wait 24 hours before you disinfect and sanitize their office or workspace.

Personal Safety Protocols

- Practice social distancing by staying at least 6 feet away from other people.
- Wear your mask properly, avoid touching your mask, remove your mask in a safe manner, wash your mask daily if it is a reusable, washable mask.
- Avoid touching your face, nose and eyes.
- Avoid shaking hands, refrain from hugging or touching others, nod in greeting or acknowledgement instead.
- Wash your hands often with soap and water, and for at least, 20 seconds at a time.
- Cover your coughs and sneezes with the sleeve of your shirt, blouse, jacket or coat.
- Wipe down your workstation and objects in your workstation such as your keyboard, mouse, phone, headset, chair, etc. before and at the end of your workday.
- Do not use some else's phone, desk, office, or computer.

Office Safety Protocols Before Opening for Business

- Before opening parish offices for business, ensure all areas of the office have been deep cleaned and disinfected. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- The reception desk or public counter should be cordoned off at a distance of 6 feet or markings placed on the floor, or a determination should be made if a social distance barrier should be installed in order to minimize the risk of exposure.
- Remove all religious articles, books, pamphlets, brochures and other written materials you usually provide in common areas and/or self-help containers as well as removing pen holders or other counter items that multiple individuals may touch or use. Hand out these articles on an individual basis as requested. Use a disinfecting wipe to clean pens used by visitors.
- Provide the above written material digitally via your parish website.
- Develop a plan to eliminate congestion around parish office interior and exterior entry and exit areas.
- Post safety protocols at the entrance to the office so all those visiting or working at the parish office know what safety protocols have been implemented.
- Determine if it is possible to leave front doors, corridor doors or non-fire protection doors open so no one needs to touch the doorknobs or doors. If this is not possible due to security or safety issues, make provisions for ensuring high touch areas will be sanitized frequently throughout the day.
- Consider and advise staff ahead of time if they are assigned:
 - A rotating schedule for staff where half the staff reports to the office one week and the other reports to the office the following week and continue this rotation as needed. The staff that is home would work remotely. If a staff member's job duties are such that they cannot work remotely, they would report to work each day.
 - Staggered shifts or day and night shifts.
 - Continued working from home if feasible.
- If space is available, expand work areas, create more space between desks, or move cubicle walls further apart to ensure social distancing between visitors, clergy, religious, staff and volunteers.
- Provide clergy, religious, staff and volunteers with a written copy of office safety protocols.

Office Safety Protocols While Open for Business

- Conduct a safety meeting(s) with clergy, religious, staff and volunteers to review safety protocols and conduct training on washing hands, how to put on and take off face masks properly, how to practice social distancing.
- State, city and local ordinances require the wearing of face masks in public settings.
- Parish office staff and volunteers are to be provided with two (2) reusable/washable cloth masks each. Please consult with the ACC Purchasing Department if you require help identifying a vendor.
- A supply of extra masks are to be kept in the parish office and made available to clergy, religious, visitors, staff and volunteers in the event they have forgotten to bring a mask with them.

- While in the office:
 - Use a face mask while walking in common areas, if you are within 6 feet of someone, visiting other offices, cubicles, open workspace areas, or in any other situations you will have physical contact with others.
 - You do not need to wear your face mask while working in a private office or in your cubicle as long as no one comes in to your cubicle.
- Ensure any visitors know and comply with your office safety protocols when they call to make an appointment to visit.
- Limit the amount of visitors admitted into the parish office to no more than two (2) at the same time and ensure they practice social distance. If visitors must wait outside to access the office, place markings on the floor outside to ensure social distancing.
- Provide hand sanitizer at public counters and for each employee. Be sure to wipe the top of the dispensing nozzle and surface of the public counter hand sanitizer bottle after each use by an individual.
- Provide disinfectant wipes or cleaners next to shared office equipment so users can clean equipment before and after each use and for employees to clean their workstations before and after their work shift.
- Wipe down high touch areas throughout the day but take extra steps to protect yourself and others.
- Minimize handling cash, credit cards, and mobile or electronic devices when possible – wear gloves.
- Conduct meetings with parish members, visitors, vendors or others you conduct business with via Zoom or similar platforms.
- Conduct staff meetings via Zoom or similar platforms to facilitate social distancing
- Do not allow staff and volunteers to use lunchrooms. Close lunchrooms to minimize touching of coffee pots, microwaves, refrigerators, kitchen equipment by various individuals or being less than 6ft apart by sitting at lunchroom tables.
 - Identify other eating areas that would allow for staff or volunteers to practice social distancing or allow employees to eat at their desk. Be sure to advise non-exempt employees they are not to work while taking their meal break at their desk.
- Ensure the amount of times restrooms are cleaned is increased.

Thank you for following and implementing the above guidelines at all times. If you see someone not following the above protocols, speak with your supervisor and/or the pastor. Supervisor and/or Pastor should counsel staff and volunteers if they are not following the safety protocols. For staff counseling, be sure to use the employee counseling form found in the Administrative Handbook. Contact Human Resources for further guidance if needed.