



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

June 13, 2020

To: Pastors, Parochial Administrators, Parish Stewards, Agency Directors, Office Managers, and School Principals

FR: Anna Schiele

RE: **Updated Stay at Home Order – Return to Work Plans**

County Health Officials have updated Stay at Home Orders to allow employers to return employees back to work in a phased manner and in accordance with required safety protocols. The following two steps must be used when determining which employees may return back and if the employer meets the required safety protocols; **both steps must be fulfilled to return an employee back to work.**

Step 1 – Determining Which Employees to Return to Work:

- Is the employee performing duties that are required to support the ministries of the site?
 - An employee who **must** be on-site to perform duties to support the ministries may return back to work on site **if Step 2 can be fulfilled.**
 - Example of some positions that may meet this criteria: Musicians, Secretaries, Office Managers, etc.
 - Example of a position who may not meet this criteria: Housekeeper.

Note: If an employee is performing duties that are not required to support the ministry or teleworking does not hinder the employee from fulfilling their duties then the employer should continue to allow the employee to telework.

Step 2 – Required Safety Protocols:

- Can the required social distancing of 6 feet be met by returning employees to work?
 - All employees returned to work must have office spacing that is compliant with the 6 feet of social distancing rule.
 - It may be necessary to have a rotation of employees working in the office to ensure the social spacing requirement is met.
- Are safety supplies available to employees?
 - Employees must be provided with mask to use for situations where social distancing cannot be met.
 - Employees may need to be provided with other protective wear dependent upon the duties of their position; i.e. gloves, protective glasses, aprons, etc.
- Are cleaning and disinfecting supplies available to employees?
 - Employees must have available access to cleaning and disinfecting supplies to sanitize areas that are common areas or have high traffic.
 - Employees must have access to water and soap to frequently wash their hands.
 - Employees must have access to hand sanitizer to sanitize hands throughout the day.
- Does the employer have a Safety Preparedness Plan in place?
 - Each employer is required to have a Safety Preparedness Plan, which outlines the employers' protocol to ensure the safety of each employee.

- The employer must review the plan with all employees.
- The Safety Preparedness Plan should be maintained in the Injury and Illness Preparedness Plan Binder.
 - *Attached is a template of the Infectious Disease Preparedness and Response Plan that may be tailored for use by each site. This plan will meet the criteria of the Safety Preparedness Plan.*
 - **Reminder:** Once the plan is finalized for the site, it must be reviewed with employees and a copy of the plan must be placed in the Injury and Illness Preparedness Plan Binder.

Note: If an employer cannot meet the required safety protocols of Step 2, then the employer cannot return employees back to work.

County Health Officials do expect employers to exercise cautious judgement when returning employees to work and to refrain from any action that would compromise the safety of the community. There should not be a misconception that everything is back to “normal”.

In addition, many counties are requiring employers to post notices regarding physical social distancing protocols in practice by the site. *I have included examples of the postings that are required by some counties.* Please review the county website specific to your site to determine if the postings are required and if specific postings have been provided by the county.

The safety of each site is of the utmost importance to us. We appreciate your flexibility and support as we navigate through this challenging time.

If you have any questions or concerns, please feel free to contact me. I can be reached by phone at 916-733-0240 or by email at aschiele@scd.org.