



## DIOCESE OF SACRAMENTO

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### LAY PERSONNEL

May 26, 2020

To: Pastoral Center Staff

FR: Anna Schiele

RE: **Updated Social Distancing and Safety Protocols per Stay at Home Order**

In response to the increased need to ensure safety due to the COVID-19 pandemic we have created a Disease Preparedness and Response Plan. The Disease Preparedness and Response Plan provides social distancing and safety protocols that will be required to be followed by all of those who enter the Pastoral Center. Highlighted below are key aspects from the Disease Preparedness and Response Plan that we would like to draw your attention to. Please review the entire Disease Preparedness and Response Plan document attached to this Memo. We will be holding Lifesize Meetings to answer any questions regarding the attached document.

#### Daily Wellness Screening

Please do not report to work if you are experiencing the following symptoms. **Note: Please inform Lay Personnel of your symptoms.**

- Has a fever that has persisted for more than 48 hours – OR -
- Has a fever and accompanied by one or more of the following conditions:
  - Skin rash
  - Difficulty breathing
  - Persistent cough
  - Decreased consciousness or confusion of recent onset
  - New unexplained bruising or bleeding (without previous injury)
  - Persistent diarrhea
  - Persistent vomiting (other than air sickness)
  - Headache with stiff neck
  - Appears obviously unwell

Upon arrival at the Pastoral Center each day, every employee is expected to complete a daily wellness screening process in which temperature checks will be conducted. The purpose of this process is to safeguard the health of co-workers and other people with whom each employee has contact.

#### Use of a Face Covering

While inside the Pastoral Center, employees must wear a face covering over their noses and mouths when they are in public locations or where social distancing of 6 feet may not be maintained. We will be supplying each employee with two reusable face masks. This will allow employees to have access to a mask while cleaning and disinfecting the soiled mask. Please take care of the masks provided as we do have a limited supply. Our hope is that the two masks will last through the pandemic period. If you have your own custom mask that you would like to use, you may do so as long as the mask meets the CDC requirements.

### Cleaning and Disinfecting

During the workday, employees are encouraged to clean and disinfect frequently touched objects in their work areas. Cleaning supplies will be available for employees to use.

### Workplace Modifications

The following adaptations will be made at the Pastoral Center to safeguard employee health:

- Visitors:
  - When at all possible business should be conducted remotely. When it is needed to meet with a visitor at the Pastoral Center the following steps must be taken:
    - An appointment must be scheduled for the visitor to meet with the employee.
    - The front desk must be notified of the date, time, name of visitor, and who the visitor is scheduled to meet.
    - The visitor will have their temperature taken by the receptionist upon entering the building.
    - The visitor must wear a face covering while in the building. If the visitor does not have a mask one will be provided to them.
    - The employee with the scheduled appointment will be required to meet the visitor at the reception desk. The employee will be required to wear a face mask as well.
  - Maintain social distancing while greeting people and extend hospitality verbally instead of by shaking hands.
  
- Office Space:
  - Please space chairs in reception area, offices, and meeting rooms at least 6 feet apart.
  - Breakroom will be open with the limited use of 1 person per table.
  - Prop open doors where possible to reduce the need to use doorknobs.

Your safety 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](mailto:aschiele@scd.org).