



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

February 5, 2024

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

FR: Anna Schiele

RE: **Updated COVID-19 Safety Measures**

Cal OSHA and the California Department of Public Health have updated COVID-19 Guidelines. As such we have updated our protocols to align our practices, the following are our current safety protocols for employees:

Use of Masks

1. Face coverings will only be required in the following circumstances:
 - An outbreak has been reported, *OR*
 - While using employer-provided transportation, *OR*
 - CDPH has implemented a mask mandate.

Note: While face coverings are not required, they are highly encouraged.

2. Employer must supply an unvaccinated employee with a N95 mask upon request.
3. Employer must allow employees to wear face coverings if they voluntarily choose to do so, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

International Travel

1. All employees (regardless of vaccination status) will **ONLY** need to quarantine after international travel if the following apply:
 - a. The employee is feeling symptomatic **or**
 - b. The employee has been exposed to COVID

Note: All employees should proactively take a COVID test 3-5 days after returning to California in compliance with the CDC recommendation.

Please check the CDC website prior to international travel to ensure no additional restrictions apply.

Screening and Quarantine

- i. Self-Screening Measures
 - a. Please ensure you refrain from reporting to work on-site if you are not feeling well or are experiencing COVID symptoms.

- b. During the workday, if an employee begins to feel ill and exhibit any of the symptoms of the virus, especially a fever, a changing cough, or difficulty breathing, the employee should leave work immediately while wearing a face covering until they have exited the premises. After leaving the building, the employee is to immediately contact Lay Personnel to notify them that they are feeling ill and have left the building to ensure the safety of others. Lay Personnel will then notify the appropriate supervisor.
- c. The employee is expected to be in regular communication with Lay Personnel regarding the status of their condition. Further direction will be provided to the employee based upon their condition (such as the ability to work remotely, return to work date, etc.), the employee is expected to follow the direction provided including the required check-in's with Lay Personnel or their supervisor.

Note: Locations outside of the Pastoral Center should be informing and communicating with their respective Management Team opposed to Lay Personnel.

ii. Quarantine Protocol

a. Employee COVID Positive *with symptoms*

- i. The employee will be asked to provide a list of the people in the building that they have had physical contact with 72 hours before the onset of symptoms.
- ii. To return to work the employee must meet the following criteria:
 - 1. At least 24 hours have passed since symptom onset and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and** other symptoms are mild and improving.
- iii. When the employee returns to work, they must wear a mask for 10 days from the start of symptoms.

Note: The date of exposure is day "0". Day "1" is the first full day after the day of exposure.

b. Employee COVID Positive *with no symptoms*

- i. The employee will be asked to provide a list of the people in the building that they have had physical contact with 72 hours before the onset of symptoms.
- ii. COVID -19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.
- iii. The employee must wear a mask for 10 days from the date of testing positive.

Note: The date of exposure is day "0". Day "1" is the first full day after the day of exposure.

c. Exposed Employee

- i. Employees who have potentially been exposed to the virus will be immediately informed.
- ii. Employees who have been exposed do not need to quarantine unless they begin to exhibit symptoms. If symptoms develop, the criteria above will apply.
- iii. The employee must wear a mask for 10 days from the date of exposure.

Note: The date of exposure is day "0". Day "1" is the first full day after the day of exposure.

iii. Pay During Quarantine

a. **Accrued Sick or Vacation Hours**

- i. The employee may either use their accrued sick or vacation hours to cover their missed time. Please note the employee will need to request the use of their sick or vacation hours via the PT501 Form or an electronic time off request in ADP.

iv. Pay for Required Testing

- a. If an employee is required to obtain a COVID test due to a workplace exposure or to return to work, then the employer must pay the employee for the time required to obtain the test. The employee must inform the supervisor of the time required to obtain the test, the employer will then need to enter the hours onto the employee's timesheet. The employer should make a note on the timesheet that the hours paid are due to obtaining a COVID test.

General

1. No physical distancing or barriers between workers are required, regardless of employees' vaccination status in the workplace.
2. Infectious Disease Preparedness and Response Plan
 - a. Each employee at the time of hire should be provided with a copy of this plan.
 - b. A copy of this plan is to be kept in the IIPP Binder.
 - c. An updated version has been added to the Diocesan Website. Please be sure to use the most current draft. For your convenience we have provided the following link to access this document: <https://www.scd.org/sites/default/files/2023-03/Infectious%20Disease%20Preparedness%20and%20Response%20Plan%20v8%20-%20Final%203.23.pdf>

Your safety and the safety of all our employees is of the utmost importance to us. We appreciate your flexibility and support as we navigate through this ever evolving time. If you have any questions or concerns, please contact the Office of Lay Personnel at 916.733.0239.