



## **Diocese of Owensboro**

### **Workplace Guidelines during a Declared Epidemic or Pandemic**

These Workplace Guidelines will be implemented when federal, state, and public health agencies declare an epidemic or pandemic of a contagious disease in a geographic area that includes the counties that comprise the Diocese of Owensboro. These guidelines apply to all clergy and diocesan employees who minister and work at the McRaith Catholic Center, diocesan parishes and other diocesan entities. These guidelines will be updated as the Governor changes his orders and directives from the federal, state and local public health agencies are altered.

#### **Closure of Diocesan Entities**

When the governor issues an executive order for the closure of all non-essential businesses, the McRaith Catholic Center, parishes and other diocesan entities will remain closed until the executive order is rescinded. When a diocesan location is closed, the following procedures will be implemented:

- Employees should only report to the diocesan location if they are performing essential tasks, such as maintaining the building, payroll, paying bills or sorting and picking up mail.
- Employees working from home who need to pick up supplies, mail, etc. from their location must contact their employer to arrange an appropriate time to enter the building.
- All employees who are able to work from home are expected to do so, following the procedures listed under the emergency telecommuting guidelines in this policy.

#### **Return to Work at a Diocesan location**

Bishop Medley will re-open diocesan locations after the governor has rescinded any stay-at-home orders and once non-essential employees are allowed to return to their places of employment. The process of returning to work will proceed in the following manner:

#### **Determination of Who Returns to Work:**

- Offices will return to work in a gradual, phased manner as determined by the Governor's executive orders and diocesan leadership. Locations must ensure that no more than 50% of employees are physically present in the office on any given day.
- Employees who are at higher risk for infection or who live with or care for individuals who are at a higher risk of infection may request to continue to work at home for the remainder of the epidemic or pandemic. This request should be made to their employer,

and the employee does not have to disclose any personal health information involving their own health conditions or health conditions of people with whom they live or for whom they provide care. See the emergency telecommuting guidelines below.

- Employees who have young children at home due to the closure of day care facilities, pre-schools, and elementary schools may also request to continue to work from home. See the emergency telecommuting guidelines below. This request should be made to the employer.
- The Governor's current directive is that locations should operate via phone or internet to the greatest extent practicable; employees who are able to perform their job duties via telework must continue to telework.

### **Emergency Telecommuting Guidelines**

The Diocese of Owensboro considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home for part or all of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs.

- Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.
- Telecommuting can be informal, such as working from home on a short-term project or formal. All telecommuting arrangements are made on a case by case basis.
- Any telecommuting arrangement made will be on a temporary basis and may be discontinued, at will, at any time at the request of either the telecommuter or the employer.
- Employees approved for telecommuting are required to establish an appropriate work environment at the location where the work will be performed and may be responsible for the associated costs related to telecommuting equipment, supplies, and/or telecommunications access. Telecommunication and other technology arrangements must be reviewed in advance by the IT Department or equivalent role at a diocesan site.
- Telecommuting employees are generally covered by Workers' Compensation if injured in the course of performing official duties at the location where the work will be performed. However, telecommuting employees are liable for any injuries sustained by visitors to their work-site.
- Consistent with the expectations of information asset security for employees working from a diocesan site, telecommuting employees are expected to ensure the protection of confidential and sensitive information accessible from the work-site.
- The employee and the employer will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the

manner and frequency of communication. The employee agrees to be accessible by phone or email within a reasonable time period during the agreed upon work schedule.

- Before entering into any telecommuting agreement (see the agreement at the end of guidelines), the employee and employer, will evaluate the suitability of such an arrangement paying particular attention to the following areas:
  - a. Employee Suitability – the employee and employer will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
  - b. Job Responsibilities – the employee and employer will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
  - c. Equipment needs, work space considerations, and scheduling issues.
- Evaluation of the telecommuter arrangement will include at least weekly interaction by phone and e-mail between the employee and the employer, and periodic face-to-face meetings to discuss work progress and problems. Productivity and accountability should be kept in mind while telecommuting. Employees must keep their employer or supervisor informed of working hours as well as status on assignments and projects on a weekly basis. The employee and employer will evaluate the arrangement and make recommendations for continuance or modifications on an on-going basis.

### **Daily Wellness Screening and Work Requirements**

Before coming to work each day, every employee is expected to complete a Workplace Self-Screening form on a daily basis (see form below.) The purpose of this self-screening process is to safeguard the health of co-workers and other people with whom each employee has contact.

Daily an employee must answer the following questions before coming to work:

- Do I have a presence of a 100.4 fever or higher?
- Do I have chills?
- Do I have muscle pain or a severe headache?
- Do I have new loss of taste or smell?
- Do I have a new uncontrolled cough that causes difficulty breathing?
- Do I have shortness of breath?
- Do I have nausea, vomiting or diarrhea?
- To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 15 minutes) with anyone that tested positive for COVID-19?
- In the past 14 days, have you traveled to a state with more than a 15% COVID-19 positivity rate, If yes, did you either self-quarantine for 14 days upon your return **or** self-quarantine for 5 days and then take a COVID-19 test. Upon testing negative for COVID-19, you may then return to work.

If an employee answers “**No**” to all the questions above, they may report to their diocesan location for work. The daily self-screening form should be returned to the person at the diocesan location who handles human resources or payroll.

**An employee who experiences any of the symptoms above while at home should not report to work. The employee should immediately isolate and contact his or her medical provider or use telehealth for further instructions. The employee should also contact their employer to let them know they have COVID symptoms.**

Employees who do not pass the daily screening may work from home or use sick or vacation leave. Employees who cannot work from home may not have available sick or vacation time; employers will evaluate paying employees for this time missed on a case by case basis. Please remember employers should do everything they can to protect the health of their employees by reducing the risk of contact with coworkers who are exhibiting symptoms that may indicate the presence of a virus.

### **Diocese of Owensboro Guidelines for the Workplace:**

**Out of State Travel Guidelines - If you travel to a state with more than a 15% COVID-19 positivity rate, you should either self-quarantine for 14 days upon your return or self-quarantine for 5 days and then take a COVID-19 test and upon testing negative for COVID-19, you may then return to work.**

**Close Contact – Defined as anyone who was within 6 feet of an infected COVID-19 person for at least 15 minutes starting from 48 hours before the person began feeling sick.**

**COVID-19 Symptoms – New, uncontrolled cough that causes difficulty breathing, fever of 100.4 or higher, shortness of breath, chills, headache, muscle pain, diarrhea, nausea, vomiting, sore throat or loss of taste or smell.**

**Quarantine – Is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without having symptoms.**

#### **1. YOU are NOT sick and have NOT been in contact with someone with COVID-19:**

##### **Guidelines to be at Work:**

- Employees will be required to conduct a COVID-19 health pre-screening before attending work. (see above)
- All diocesan staff are required to get temperature checks daily above arrival.
- You must wear a face mask unless in your own enclosed office space. Masking is required in all meetings and events regardless if social distance can be maintained.
- You must stay at least 6 feet away from co-workers and visitors.
- You must wash your hands frequently, sanitize, clean frequently touched items, etc.,

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**2. YOU are NOT sick or showing signs and symptoms but YOU were in close and direct contact with someone with COVID-**

**Guidelines to be at Work:**

- Notify your employer.
- You must quarantine at home for 14 days, isolating yourself from others in your household, and do not share anything (utensils, phone, etc.) during this time. The last day of quarantine is 14 days from the date of the last contact with the individual who has or suspected COVID-19. Contact your employer after completing your quarantine and before returning to work.
- Individuals in quarantine should self-monitor for signs and symptoms of illness. If symptoms occur, they should contact their healthcare provider and follow section 4 below.
- You may work from home during the 14 day quarantine.

**3. YOU are NOT sick but someone in your household does not feel well:**

**Guidelines to be at Work:**

- If household member does NOT have COVID-19 symptoms (listed above) follow section 1 above.
- If the household member HAS symptoms of COVID-19, follow section 4 below.

**4. YOU are sick with COVID-19 symptoms but have NOT been tested for COVID-19:**

**Guidelines for Staying Home or Returning to Work:**

- Staff must self-screen at home prior to heading to work.
- Those who have a fever of 100.4 F or higher, OR only two COVID-19 symptoms, should immediately isolate and contact their medical provider or use telehealth for further instructions. Those individuals that reside in the same residence with the individual with the fever only or two COVID-19 symptoms, DO NOT have to isolate. The individual with the symptoms must be symptom free for 48 hours without fever reducing medication before returning to work.
- Those who have three or more COVID-19 symptoms should immediately isolate and contact their medical provider or use telehealth for further instructions. Those individuals that reside in the same residence with the individual with the COVID-19 symptoms may also need to isolate and should wait for the directions of the medical provider. Individuals with symptoms may return to work when symptom free and fever free for 48 hours (without fever reducing medication) and with a health care provider's work clearance. Other individuals in the household may return to work after a healthcare provider has provided an alternative diagnosis (i.e. strep throat, sinus infection, ear infection, etc.) for the ill individual. All must have a work clearance.

**5. YOU are sick and your healthcare provider told you that YOU are POSITIVE for COVID-19 based on a lab test or symptoms:**

**Guidelines for Staying Home:**

- Notify your employer. A copy of the local health department's quarantine letter must be given to the person at the location who handles payroll or human resources.
- Those who test positive must provide complete information to the public health department for contact tracing purposes.
- Those who are tested for COVID-19 must stay in constant contact with the COVID - 19 testing location so that the public health department can be notified immediately of any positive results so contact tracing can start right away.
- Separate yourself from others in your households, do not share anything (utensils, phone, etc.,) and isolate as follows:
  - Those who tested positive but never develop symptoms can end isolation after 10 days since the positive test.
  - Those who tested positive and have moderate to mild symptoms can end isolation after 10 days since the first symptoms appeared; if at least 24 hours have passed without a fever and other symptoms have improved.
  - Those who tested positive and have severe illness may need to continue isolation for a full 20 days.
  - Those who have been exposed to the virus who have no symptoms and test negative for the virus should continue to quarantine for the full 14 days.
  - In all cases, the isolation guidance from the local health department should be followed.
  - You may work from home if you are able.

**Guidelines to be at Work:**

- Those who positive for COVID-19 must receive a work clearance from the local health department. A copy of the work clearance should be given to the person at your location who handles payroll or human resources.
- Those returning to work after being released from isolation after having been tested positive for COVID-19 should be reminded to wear a face mask at all times and should be also be restricted from being around any immunocompromised individuals.

## **CDC Guidelines to Reduce the Spread of Contagious Disease**

The following guidelines are especially important during epidemics or pandemics of contagious diseases:

Clean Your Hands Often: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid Close Contact with Others: Avoid close contact with people who are sick. Stay home as much as possible. Put distance of at least 6 feet between yourself and others. Remember that some people without symptoms may be able to spread virus.

Cover Your Mouth and Nose with a Cloth Face Cover When around Others: You could spread the virus even if you do not feel sick. Everyone should wear a cloth face cover when they must go out in public. The cloth face cover is meant to protect other people in case you are infected. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing and the more we wear our masks, the better protection we have.

Cover Coughs and Sneezes: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash immediately. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect: Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most EPA-registered household disinfectants will work.

Use of a Face Covering: While inside Diocesan locations, employees must wear a face covering over their noses and mouths when they are in public locations. Public locations include: Front Lobby, Hallways, Staircases, Elevator and Restrooms.

Face coverings do not need to be worn in: In an enclosed private offices and cubicles if no one else is present. If another person enters the office or cubicle, both individuals should put on face coverings.

Meeting Rooms: Locations should conduct business meetings over the phone or internet to the greatest extent practical. Where in person meetings cannot be avoided, the employees must wear a face covering and remain six feet apart.

Cleaning and Disinfecting: During the workday, employees are encouraged to clean and disinfect frequently (at least twice daily) touched objects in their work areas such as: Doorknobs, Tabletops, Coffee machines, Microwaves, Water coolers, Light switches, Handles, Phones, Copiers, Printers, Keyboards, etc.

### **Workplace Modifications**

The following adaptations should be made at all Diocesan location to safeguard employee health:

Employees:

- Maintain regular housekeeping practices, including routine cleaning and disinfecting of common areas, surfaces, equipment, etc.
- Consider eliminating the use of high touch items such as shared refrigerators, coffee makers, vending machines, etc.
- Common areas such as break rooms, lunch rooms, and lobbies should be restricted to use to the greatest extent practicable.
- Consider traffic patterns when walking down steps and hallways.
- Employees cannot gather in common areas such as a copier room or work room; and there should be a limited capacity of employees using those areas at the same time.
- Discourage workers from using other worker's phones, desks, and offices when possible.
- Consider staggering start and closing times at locations.
- Interviews for hiring and onboarding should be conducted virtually; onsite interviews should be avoided.
- Non-essential travel should be avoided during the epidemic or pandemic.
- Please space chairs in foyers, offices, and meeting rooms at least 6 feet apart.
- Prop open doors when possible to reduce the need to use doorknobs.
- Maintain social distancing while greeting people and extending hospitality.
- Employees cannot gather in parking lots.
- Display posters of handwashing and social distancing throughout the location.

Visitors and Volunteers:

- Display appropriate entrance signage on all doors.
- Please avoid having visitors come to the location and utilize teleconferencing or other remote communication methods whenever possible.
- All visitors and volunteers will be screened before entering the location using the Workplace Screening Tool.
- Each diocesan entity should try to obtain an Infrared thermometer and disposable masks.
- Visitors will be required to wear face coverings while in the building.

**Each location must designate a “Healthy at Work Officer” to be responsible for the business’s compliance with these guidelines and should work with the diocese’s HR department for guidance and direction.**

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**Questions** – The purpose of these guidelines is to safeguard the health of employees, their families and the people we serve, reduce the risk of spreading the disease and ensure on-going service and accessibility to the people we serve. Forms have been added to the end of these guidelines as a reference. If you have any questions or concerns on any of these matters, please contact your employer or the Diocese’s Human Resources Office.

## **EMERGENCY TELECOMMUTING AGREEMENT**

This agreement is entered into between Diocese of Owensboro (Employer) and \_\_\_\_\_ (Employee) for the purpose of the Employee performing part of his/her regular work duties at an off-site location.

**Duration** - This agreement will be valid for a period of \_\_\_\_\_ weeks, beginning on \_\_\_\_\_ and ending on \_\_\_\_\_. At the end of that time, both parties will participate in a review which can result in the reactivation of the agreement.

**Pay and attendance** - All pay, leave and travel entitlement will be based on the employee’s primary business location.

**Leave** - Employee must obtain approval before taking leave in accordance with established office procedures. By signing this form, Employee agrees to follow established procedures for requesting and obtaining approval of leave.

**Overtime** - Employee will continue to work in pay status while working at the off-site location. All employees who are not exempt from overtime must receive prior approval to work overtime, in accordance with current procedures.

**Equipment** - In order to effectively perform assigned tasks, employer will provide Employee with the needed equipment. This equipment must be protected against damage and unauthorized use. Any equipment provided by the employee will be at no cost to the employer and will be maintained by Employee.

**Liability** - The Employer will not be liable for damages to the employees’ property that results from participation in the telecommuting program.

**Reimbursement** - The Employer will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) associated with the use of Employee’s residence. Employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Employer.

**Workers’ Compensation** - Employee is covered under the Workers’ Compensation Law if injured in the course of performing official duties at the telecommuting location.

**Work Assignments** - Employee will meet with his/her supervisor to receive work assignments

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and to review completed work as necessary or appropriate. The employee will complete all assigned work according to work procedures mutually agreed upon.

**Records** - Employee will apply approved safeguards to protect the Diocese's records from unauthorized disclosure or damage. Work done at the telecommuting location is considered diocesan business. All records, papers, computer files, and correspondence must be safeguarded for their return to the primary business location.

**Performance Location** - Employee agrees to limit performance of assigned duties to the primary business location or to the approved home location. Failure to comply with this provision may result in termination of the telecommuting agreement and/or other appropriate disciplinary action.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Diocese of Owensboro**

**COVID-19 Essential Workplace Screening Tool**

<b>Employee Name:</b>	
<b>Date:</b>	<b>Diocesan location:</b>

**Employees must complete this daily health risk assessment form before working at a diocesan location. Volunteers and Visitors must be screened with this form before entering the facility or building.**

**In the past 24 hours, have you experienced?**

- Fever (felt feverish or above 100.4° F)  Yes  No
- New, uncontrolled cough that causes difficulty breathing?  Yes  No
- Chills?  Yes  No
- Muscle Pain or severe headache?  Yes  No
- New loss of taste or smell?  Yes  No
- Shortness of breath?  Yes  No
- Diarrhea, Nausea, Vomiting  Yes  No
- To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 15 minutes) with anyone that tested positive for COVID-19?  Yes  No
- In the past days, have you traveled to a state with more than a 15% COVID-19 positivity rate?  Yes  No
  - If yes to the question above, you should either self-quarantine for 14 days upon your return **or** self-quarantine for 5 days and then take a COVID-19 test. Upon testing negative for COVID-19, you may then return to work.  Yes  No

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4° F or higher, please do not go into work. An employee who experiences any of these symptoms should not report to work. Instead the employee should contact his or her medical provider for further direction. Employees are required to return this form daily to the person at the diocesan location who handles human resources or payroll.

**If an employee arrives to work ill or becomes ill at work**, send them home immediately. If they are having trouble breathing or cannot keep fluids down, have them contact their health care provider right away.

**If an employee tests positive for COVID-19**, the employee needs to stay home and isolate themselves. Contact the local public health department for appropriate steps for your location. You must protect the confidentiality of the employee. Make sure surfaces and work areas the employee came into contact with are disinfected with an EPA-approved cleanser.

For more information contact [mary.hall@pastoral.org](mailto:mary.hall@pastoral.org) or 270-683-1545