

General Introduction

1. Effective July 6, 2021, parish offices, parish ministries and related programs/activities may reopen fully, operating under guidelines contained herein.
2. For Diocesan parish employees, working remotely is no longer permitted.
3. Employees/volunteers with compromised health conditions which prevent them from returning to work July 6, may submit a Letter of Appeal to Human Resources. Appeals are subject to review on a case-by-case basis.
4. Certain parish locations remain in 'high-risk' zip code areas. Therefore, parish leadership may elect to retain certain COVID protocols to ensure the health, safety and welfare of employees/volunteers until such time as their particular geo area achieves 70% vaccination rate.
5. Pastors, pastoral coordinators, administrators and/or office managers are responsible for operational oversight of these guidelines, within their respective parish offices or department ministries.
6. Questions with respect to these 'recall'/operational standards should be directed to Human Resources for Diocesan employees and to EOC for parish volunteers.

Changes to Capacity/Social Distancing Regulations

1. Parish offices should maintain three (3) feet social distancing between seating at all times, both indoors and outdoors, during the course of the workday.
2. Seating for ministry worship, events/activities held within parish church, parish hall, school classrooms, meeting rooms etc. should be spaced at three (3) feet. Maximum occupancy limits may thus be limited by this distancing requirement.
3. When reserving rooms for meetings/ministry activities, attendance numbers should be considered. Meeting times should be spaced sufficiently to minimize over-crowding at access points.

Changes to Sanitizing/Hygiene Protocols

1. Sanitizing should continue daily, at the close of each workday, and between very large gatherings in parish/community halls.
2. All employees/volunteers are requested to sanitize personal workstations prior to the start of each workday.
3. All employees/volunteers are encouraged to use hand sanitizers, regularly, particularly if utilizing commonly shared equipment such as printers, fax's, reception phones etc.

Changes to Mask Requirement

1. Masks are not required when working alone, in a private office.
2. Masks are not required when working alone, at a workstation, when the workstation is a minimum of six (6) feet from another workstation, OR, when workstation is separated less than six (6) feet but situated apart from another workstation via a plexiglass partition.
3. Masks will be required, **indoors**, when employees/volunteers are 'out and about' throughout the parish office facility, including lunchrooms, rest rooms, foyers etc.

4. Masks will not be required when working, dining, socially gathering outdoors.
5. Employees/volunteers are encouraged to wear masks if health conditions exist, or as a personal choice, if the employee/volunteer prefers to do so.

Modification to Building Directives

1. Temperatures should continue to be taken when employees/volunteers arrive at the parish office, at the beginning of each workday.
2. Temperatures will not be taken when employees/volunteers depart at the end of each workday.
3. Temperatures will be required when an employee/volunteer returns to the parish office from a lunch or meeting off-site.

Office/Department Meetings

1. Masks are not required when hosting a meeting outdoors; social distancing requirement of three (3) feet should be maintained.
2. Masks are required when conducting office or department meetings, regardless of the social distancing/spacing.
3. Meeting organizers are encouraged to schedule meetings for **60** minutes or less, whenever possible.

Ministry Meetings/Workshops/Trainings

1. Ministry programs may hold pre-scheduled meetings within department/office areas and within meeting rooms, if and only if the three (3) feet social distancing can be maintained. This may reduce maximum room occupancy.
2. Pre-scheduled ministry meetings may include existing DPC/parish employees; school staff, as appropriate; parish volunteers/non-employees such as deacons, ushers, catechists etc.
3. Whenever possible, ZOOM meetings are strongly preferred.
4. Mask requirements will be required for all attendees at any pre-scheduled meeting.
5. No **indoor** parish-wide workshops, training sessions or concerts - where registration is open to the larger, metropolitan general public area - are permitted at this time; **outdoor** workshops, concerts or training sessions with such 'open registration' are permitted, subject to the three (3) feet spacing for seating.

Hospitality/Social Gatherings within Departments/Offices

1. Pre-packaged/boxed hospitality is preferred.
2. Catered/served lunches are permitted; servers/caterers must wear masks and gloves when filling plates and serving those in buffet lines.
3. No self-serve buffets are permitted; potlucks are permitted, if one person assembles plates and serves attendees; masks and gloves must be worn by server, whether serving indoors or outdoors.
4. No masks are required outdoors by attendees at such events.
5. Three (3) feet social distance seating for these events is required, both indoors and outdoors.

Fund-Raising Events/Receptions/Non-Worship Social Gatherings/Human Services, Etc.

1. Fund-raising events, receptions following funerals, weddings, baptisms etc. are permitted indoors and outdoors, subject to the mask, social distancing and sanitizing standards contained within these directives.
2. Masks are not required for these events if held outdoors, except as noted herein for hospitality requirements.
3. Masks are not required for smaller/family-type gatherings indoors, if and only if the family representative can confirm that all attendees are vaccinated.
4. Any outside vendor participating in the event by providing hospitality or entertainment services, must wear masks, if the event is held indoors.
5. Guest speakers, one-on-one counselors, lecturers must wear masks indoors, unless proof of vaccination is provided to the event organizer. No masks are required outdoors for these individuals, if they are a minimum of twelve (12) feet from others.
6. Food pantry operations may continue under the same COVID requirements, as they are now operating, until further notice.
7. Donation services, gift/food basket distributions, free-standing informational kiosks providing public education materials or approved faith-based materials etc. are permitted, subject to the mask, social distancing and sanitizing requirements that would apply to these activities when held indoors or outdoors.

Employee Responsibilities

1. Employees should not report to work if ill, or if another member of their household is ill, in order to ensure the health, safety and welfare of their co-workers.
2. Employees/volunteers, who become ill during the workday, must notify supervisor immediately; supervisor will consult with Human Resources and provide direction to employee with respect to departure and use of sick leave.
3. Employees/volunteers may return to work after three (3) days by providing a doctor's note, consistent with pre-COVID personnel policy.

Self-Quarantine/Travel Restrictions

1. Employees/volunteers , who travel out of state/out of country for business or pleasure, must follow the CDC Travel Guidelines (attached), which have been adopted by the California Department of Public Health (CDPH).
2. Employees/volunteers must notify supervisor in advance of such travel, when filing their Leave of Absence request for business or personal time off.
3. Employees/volunteers are encouraged to share their vaccination status with their immediate supervisors, in order to avoid self-quarantine requirements as noted in the CDPH guidelines, attached.
4. Employees/volunteers, who become ill upon return from any travel, must notify their supervisor immediately; employees must use sick leave until such time as they are able to return to workplace.
5. Employees/volunteers are encouraged to review the most current CDC and California Department of Public Health guidelines on travel, for more detailed restrictions on travel to certain countries and states, as certain countries and states may establish their own quarantine and COVID testing requirements.