

ARCHDIOCESAN OFFICES WILL BEGIN REMOTE OPERATIONS ON TUESDAY, MARCH 17, 2020

In order to minimize exposure to the possibility of transmitting the COVID-19 Coronavirus, Archbishop Lori has decided that the offices of the Archdiocese at 320 Cathedral Street will begin to operate from remote locations effective tomorrow, March 17th. As you know, this is a rapidly changing situation. Remote operations will extend through at least Friday, March 27th, at which time further information and decisions will be announced. All employees will be paid for their normally scheduled hours during this time.

Only Archdiocesan staff who are designated as essential to operations and a few other employees who will perform specific functions (such as mail, financial payments and receivables) will be authorized to work in the building. All other staff will conduct their work virtually from home. Executive Directors will designate those employees who may need to work in the building for a specific task for a short duration of time (e.g., a few hours, one or two days,) but these instances are to be held to a minimum or staff will be alternated to further minimize exposure.

Updates to this information will be sent out to staff directly as necessary. Updates will also be placed on the HR Easy Reference Page www.archbalt.org/hr under the Breaking News heading. If you have other employment-related questions please contact Joe Smith (Joe.Smith@archbalt.org) or Steve Anderson (SAnderson@archbalt.org) directly.

The following are some Questions and Answers covering this latest development.

Why are you modifying building operations at the Catholic Center? As far as we know, no one at the Catholic Center has been diagnosed with COVID-19. We are taking these extraordinary measures in compliance with Federal and State guidelines to minimize the spread of the virus. By offering remote work for non-essential staff, we are listening to the advice of health officials to increase social distancing. The wellbeing of our staff is our primary concern and focus.

Will I be able to enter the building if I need to do so to complete my work? Yes, the building will be open. However, please insure that your department head or Human Resources are aware before entry.

Can I decide to work in the building while most are working from home? Limiting employees in the building is in alignment with guidance from Federal and State health officials. Please gain concurrence from your supervisor before you come to the building.

How will I be paid during this period? What do I put on my timesheet? All staff will be paid for their regularly scheduled work hours as in previous pay periods for work through March 27th. Timesheets will be submitted as is normally done.

Do I need to use my leave? If you do not plan to work remotely during this period, please receive approval to utilize leave from your supervisor in advance as you would normally do. If you are sick, please make sure to advise your supervisor.

If I test positive for COVID-19, am I eligible for Family Medical Leave? Possibly. Several factors are used to determine eligibility on a case by case basis. Please consult Human Resources for further information.

Is COVID-19 covered as an Americans with Disabilities Act (ADA) disability? Because of several individual factors, this can only be determined on a case-by-case basis.

What tools are available to help me effectively perform my work from home? Use of conference calling and video conferencing is encouraged as an enhancement to working remotely. Information on how to set up video and audio conference calls can be found at [Archdiocese of Baltimore Video Conferencing & Conference Call Guide](#). Archdiocesan office phones can be set up to be forwarded to a mobile or home phone number, and many of our computers are equipped with the capability to display a link to a voice mail message left on the office phone.

What should I do if I have been exposed to a person infected with the Coronavirus within the last 2 weeks? In the unfortunate event that an employee either has been diagnosed as being infected or has come in close contact with a person known to have been infected by the Coronavirus, please contact Joe Smith at 410-547-5475 or Tom Alban at 410-547-5424 as soon as possible.