



# Staffing Considerations Guidance Checklist

## Phases II and III

Requirement	Yes	No	Explanation
<p><b>1. Jurisdictional Verification</b></p> <p>Parish acknowledges that due consideration and compliance with jurisdictional and State guidance is properly reflected in the parishes re-opening plan.</p>			
<p><b>2. Identifying the Who and When to Return</b></p> <p>Parish has completed the necessary evaluation to identify those employees who are needed to return to in-person work activities as well as those employees that can continue to perform work duties remotely. Consideration has been given in the plan to ensure adequate levels of staffing, while not returning too many associates at one time so as limit the parish's ability to adequately social distance and observe proper levels of other health considerations to curb the spread of COVID-19.</p>			
<p><b>3. Pre-screening the Chosen Associates</b></p> <p>Parish has communicated in advance with all associates that will be expected to return to in-work activities to ensure there are no family, medical or other circumstances that will preclude the employee from returning. For those employees who are needed to return, but for whatever reason, cannot return as needed, the parish has addressed those issues so as to meet the needs of the parish while ensuring the proper treatment of each employee, particularly in view of new Federal and State employment guidelines. Any issues which could not be resolved have been brought to the attention of the Archdiocesan Department of Human Resources.</p>			

Requirement	Yes	No	Explanation
<p><b>4. Employee Training</b></p> <p>Parish has arranged to ensure sufficient levels of training for all staff and volunteers, as appropriate, on policies and practices related to physical distancing, use of personal protective equipment, sanitization of work areas and hand washing. This training has been provided specific to the application of such practices on the parish campus. Parish has also supported such training through the use of job aids such as signage.</p>			
<p><b>5. COVID-19 Exposure Response Plan</b></p> <p>As part of developing and implementing a communication process and escalation protocols in response to potential COVID-19 exposures, the parish has clearly communicated the process to employees and identified the employees responsible for managing the process.</p>			
<p><b>6. Employee Assistance Program</b></p> <p>Parish confirms information is available and that responsible parish administrators understand their role in ensuring employees are adequately monitored. If it is determined that assistance is needed the availability of such assistance will be communicated in a timely manner.</p>			
<p><b>7. Attendance</b></p> <p>Parish has implemented a daily process for reporting illnesses and tracking absentee rates at the parish. This is particularly important in the event contact tracing should become necessary at the parish as it relates to a possible COVID-19 exposure.</p>			

*The Archdiocese of Baltimore and each parish has a responsibility to ensure a safe parish environment aimed at limiting the spread of the COVID-19 virus for our employees, visitors, parishioners and the general public by adhering to all Federal, State and local governmental and public health guidance. If a pastor determines that his parish is unable to satisfy the above requirements, he should contact his Regional Vicar.*