

## **Safe Six Workplace readiness essentials:**

### 1. Preparing the parish offices

- Ensure for the safety of all workers
- Make sure all mechanical, HVAC and life safety systems are in good operating order
- Clean and sanitize the parish facility with EPA approved products
- If working with vendors such as custodial, pest control, trash hauling or contracted maintenance, call them on the phone to engage them in a back to work discussion
- Prepare plans for cleaning including high touch areas such as entry doors, hand rails, copiers, kitchenettes and how parish staff and volunteers can assist with ongoing upkeep.
- Have a designated specific enclosed room to isolate any person identifying themselves as sick or with symptoms

### 2. Identify who should return to the parish office and when

- Re-opening should be gradual and it is essential that staffing on campus be kept to the minimum number of employees needed to perform required duties
- Where feasible employees who can continue to work from home (WFH) should be allowed to do so.
- Consider dividing parish office staff into work teams – with individuals working in similar roles alternating
- Pre-screen by telephone, employees who are require to return to the parish offices. Constantly reinforcing stay at home if ill or taking care of someone who is ill.

### 3. Control Access to the facilities – Develop protocols for reception, visitor policies and shipping and receiving

- Everyone entering the parish facilities must wear a face mask.
- Control the entry points to the parish office/facilities including deliveries.
- It is strongly encouraged to keep and maintain a log of parish faculty/ staff and volunteers that enter the parish offices and other facilities each day – not parishioners attending mass in the event someone test positive for the COVID 19 illness this can be used for social tracking.
- Reconfigure lobby or other gathering areas to maintain social distancing
- Install Plexiglas shields as appropriate for receptionist
- Use signage and floor markers throughout to promote social distancing, hand washing, good hygiene and state at home when ill.
- Provide sanitizer wipes, hand sanitizer gel and personal protective equipment (PPE) as appropriate throughout the facilities.
- Consider wellness screening
- Limit in person meetings
- Limit office hours and consider requiring appointments for visitors

#### 4. Create a social distancing plan

- Consider alternating work weeks in the office and WFH
- Staggered arrival/departure times
- Redesign work space, if need to maintain 6 feet distancing requirements
- Add panels / dividers between adjacent desks
- Remove excess chairs from conference rooms, lobbies, eating areas that exceed distancing guidelines.

#### 5. Reduce Touch Points and Increase Cleaning

- Maintain enhanced cleaning and disinfecting practices
- Supply disinfectants near copies, conference rooms, kitchenettes and shared work areas
- Promote a culture of everyone being responsible to sanitize high touch point areas before and after use
- Institute a clean desk policy for easy sanitizing
- Keep interior doors open or removed completely where possible. Do not do this where fire separation is required.

#### 6. Communicate with staff / parishioners for confidence

- Ensure leadership is aligned on re-entry plan
- Establish two-way communication
- Ensure a trusting and transparent culture
- Have in place a COVID 19 response plan in case of an infection.
- Clearly set employee / parishioner expectations with an emphasis on making them feel secure

- Telephone screen all employees prior to having them return to work to understand their personal situation and if they can and will return to work
- Contact Human Resources prior to taking any form of employment action against an employee