

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