

Archdiocese of Baltimore
Administrative Guidance Checklist
Modified Policies and Procedures
Phase 2 & Phase 3

	Requirement	Yes	No	Explanation
1.	<p>Jurisdictional Verification</p> <p>Verified with County or Baltimore City jurisdiction, as applicable, that Parish Operations are permitted to resume and under what restrictions, if any, including staffing levels, hours of operations or limitations on occupancy levels. Parish has incorporated into any modified policies and procedures guidance that is consistent with the local or State jurisdictions.</p>			
2.	<p>Cleaning Protocols</p> <p>Parish has established plans to ensure proper sanitization of additional facilities on campus such as parish offices or other buildings that will now be occupied with the expansion of activities as permitted under Stage 2 and Stage 3 of the State or local jurisdictions recovery guidelines.</p>			
3.	<p>Technology Recovery</p> <p>If applicable, parish has instituted a process to secure any laptops, printers or other parish owned equipment issued to associates to allow for working remotely. This process includes accurate records of all equipment to ensure all items are accounted for and collected at the appropriate time.</p>			
4.	<p>Human Resources</p> <p>Appropriate parish staff, whether pastor, business manager or other designees understand and are prepared to assist associates with a return to work process including the following:</p> <ul style="list-style-type: none"> ● Training on hygiene, social distancing, screening and scheduling. 			

	<ul style="list-style-type: none"> ● Assist associates as needed with guidance on accessing counseling/emotional support through the Employee Assistance Program. ● Acknowledge prior to making staffing changes that the Archdiocesan Human Resources Department must be consulted. ● During this transition, it is understood that parish leadership must remain mindful of those employees who are in at-risk groups or have parent/caregiver or child care issues created by the impact of the pandemic. 			
5.	<p>Attendance</p> <p>In order to properly evaluate and remain apprised as to the health of the parish staff, the parish has implemented a policy for reporting illnesses and tracking absentee rates at the parish.</p>			
6.	<p>COVID-19 Exposure Response Plan</p> <p>Parish has developed and will implement a communication process and escalation protocols outlining the management and decision-making processes of all stakeholders involved in response to potential COVID-19 exposures.</p>			
7.	<p>Daily Wellness Screenings</p> <p>Parish has established a reasonable process to conduct daily wellness screenings.</p>			
8.	<p>Travel Policy</p> <p>Parish has instituted a travel policy for employees. The policy will be modified on an ongoing basis to adhere to local and state governmental guidance.</p>			
9.	<p>Deliveries</p> <p>A process has been established by the parish to ensure incoming mail and packages are handled with care and consideration given to the possibility that packaging could be carrying the virus.</p>			
10.	<p>Storage</p> <p>Protocols are in place allowing for storage of personal items in separate areas as needed.</p>			

11.	Supplies storage Policies have been instituted to properly manage and secure all cleaning products to ensure proper use, control and proper ordering to ensure availability.			
12.	Frequently Touched Surfaces As part of the cleaning protocols the parish has established practices to ensure adherence to strong personal hygiene particularly for those surfaces that are considered frequent or high touch surfaces.			
13.	Physical Distancing Measures are in place to ensure adherence to practices of physical distancing as defined by the CDC. <i>According to the CDC one should also avoid exposure to another individual that lives outside of the same household for more than 10-15 minutes. This means, incidental passing of or coming within close contact for less than 10-15 minutes still maintains the physical distancing standards.</i>			
14.	Hygiene Practices Guidance and resources have been dedicated to focusing on procedures to encourage and enable staff to engage in good personal hygiene and infection control practices while at work.			
15.	Access to Staff, Visitors and Vendors Parish has established guidelines to appropriately limit access to parish facilities by visitors, guests, vendors and others for limiting the spread of the virus.			

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.