

The Church of St. Mary, Rensselaer, NY

Return to Work Plan

The Church of St. Mary is planning the safe return to work for all employees and tenants. The return to work may be made in phases over a period of time. The Church of St. Mary will adhere to all prescribed health and safety protocols that reflect the most current information available by OSHA, CDC and NYS DOH. As protocols and guidelines change related to COVID-19, policies and procedures will be updated.

New Building Policy

- ❖ Work from home if possible.
- ❖ The Parish Office hours will be:
 - Monday – 8:30am - 12:00Noon
 - Tuesday – 2:00pm - 4:00pm
 - Wednesday - 8:30am - 2:00pm
 - Thursday - 9:30am - 1:00pm
 - Friday - CLOSED
- ❖ Anyone with parish business will use the doors to the parish center ONLY. The door between the Church and the parish center will be locked.
- ❖ Masks should be worn in all common areas and where social distancing is not possible.
- ❖ A daily record/log will be maintained by signing in and out on the form provided in the parish center when you walk in.
- ❖ Completion of a daily health questionnaire is required by employees upon reporting to work, even if you are working alone or not around many people.
- ❖ For the time being, the parish hall and other rooms will not be used.
- ❖ Parishioners will be able to conduct parish business but no congregate in any office. Once their business is completed, it is expected they will leave and sign out. All visitors will wear a mask, their name and phone number will be recorded in the visitor's log, and they will complete a health screen. These are not options.
- ❖ The volunteer receptionists will not be brought back yet. As we open, only paid staff (or those streaming, or someone required for a very specific task) should be in the building. The best scenario would be to have a volunteer complete the task at home and return the finished task.
- ❖ We cannot serve coffee, etc. to anyone for the foreseeable future.

Disinfecting and Cleaning

- ❖ The building will be cleaned and disinfected by Peter and Shagufta, especially all commonly used areas including hallways, stairs, railings, bathrooms, and kitchens. A log will be maintained recording date, time, and scope of cleaning.
- ❖ Hand sanitizer will be available throughout the building.
- ❖ Cleaning supplies will be provided by the parish.

Disinfecting and Cleaning Measures for Employees and Tenants

- ❖ Each Employee is responsible for their own office space cleaning.
- ❖ Employees should regularly clean and disinfect their workstations, keyboard/mouse, and telephone. (see attached check list, addendum 1).

- ❖ All employees should wipe down refrigerator handle, microwave, cabinets, and any other surfaces touched while using the kitchen. All dishes must be washed immediately after use. Disposable plates and silverware are strongly encouraged. Approved disinfectant cleaner will be provided.
- ❖ The communal copier should be wiped down after each use. Approved disinfectant wipes will be provided.
- ❖ Employees should not use other employee's phones, desks, offices, or other work tools and equipment, when possible. If such use is necessary, clean and disinfect them before and after use.

Social Distancing:

- ❖ Employees will be required to maintain a social distance of 6 Ft. from all others when possible. When it is not possible to maintain a social distance of 6 Ft. from others, a mask or face covering must be worn. Employees must wear a mask/face covering when not at their workstation.
- ❖ Employees will be provided masks/face coverings at no cost if needed. If using a washable face masks, employees must wash them regularly. If using a disposal mask, please dispose at the end of each day.
- ❖ Employees shall not congregate in the office areas unless absolutely necessary.
- ❖ Consider using inter office mail or sending documents via email. When possible, meetings should be held remotely.
- ❖ When a meeting must take place in person, the meeting must be limited in size so that 6 Ft. of social distancing can be maintained.

Personal Hygiene:

- ❖ Employees should wash hands frequently with soap and water for at least 20 seconds.
- ❖ Employees should use hand sanitizer if soap and water are not available.
- ❖ Employees should avoid touching their eyes, nose, and mouth with unwashed hands.
- ❖ Employees should cover their mouth and nose when they cough or sneeze with a tissue or the inside of their elbow.

Employee Health Check:

- ❖ The employee health check must be done when you come to work. The forms are in the parish office on the brown filing cabinet. Fill out the survey, place it in the basket on Fr Tom's door. Sign the logbook with name, phone number, and time. **If sick or experiencing any symptoms, STAY HOME!**
- ❖ Individuals who are showing signs of COVID-19 infection or have been with family members who are displaying signs of COVID-19 infection must exclude themselves from the workplace. If COVID-19 is confirmed, employees should notify their supervisors and HR and self-quarantine in accordance with the Interim Guidance from the NYS Department of Health.
- ❖ If an employee is absent from work because of COVID-19 symptoms or because of a positive COVID-19 test, employees should notify their supervisor and HR, and the Interim Guidance from the NYS Department of Health must be followed.
- ❖ If the employee is subject to a federal, state or local quarantine order, the employee must provide documentation to the Human Resource Office from the appropriate governmental agency, and

medical certification if they are ill and unable to telework while subject to a federal, state or local quarantine.

- ❖ Emergency sick leave may be available through the Federal CARES Act or New York State paid sick leave provisions.

Communication:

Some workers may feel they are unable to come back. Because employers have permitted teleworking during the pandemic, many employees with children at home have not yet used the emergency family and medical leave provided by the Families First Coronavirus Response Act. Rather than returning to the workplace, they may now seek to take advantage of that.

Employees who are unable to return to work for any reason should coordinate with Fr Tom.

The Human Resource Office of the Diocese will communicate COVID-19 related updates to parish through email.

As an Employee of the Parish of St Mary in Clinton Heights, Rensselaer, I have received and read the Return to Work PLAN. I have reviewed the same and have been given an opportunity to discuss its contents. I also understand and agree with the obligation of adhering to the regulations and guidelines contained herein.

Signature

Date

Print Name

Adapted from the Return to Work for the Pastoral Center of the Roman Catholic Diocese of Albany, NY

Last update: June 5, 2020