
M E M O R A N D U M

To: Chancery Employees
Pastoral Center Employees

Date: April 23, 2020

From: Reverend Steven Boguslawski
Vicar General and Moderator of the Curia

Re: Closure Related to COVID-19

With COVID-19, there is no way to estimate when the state will recover sufficiently for everyone to resume their normal working schedules. In fact, we have been informed by health care professionals that Hartford County is two weeks behind the “curve” experienced in Fairfield and New Haven Counties; as a consequence, we were advised to close the Chancery (134 Farmington Avenue) and the Pastoral Center (467 Bloomfield Avenue) buildings as a precautionary measure from Monday, April 27th thru Friday, May 1st. At the present time it is our intent to close for that one week, but should circumstances warrant, you will be advised promptly of any extended closure. Please continue to work from home as you have been doing despite this new limitation.

The closure of these buildings means that *no employees* will be allowed to enter offices in order to retrieve or to post mail, to gather work files, to make deliveries, etc. Internal arrangements have been made to receive deliveries from USPS, Fed-Ex, Amazon etc. and to distribute such items *solely to the residents of the Pastoral Center*. No one is permitted access to either building during this period of closure. Office business mail will be sorted and securely stored; it will not be forwarded to any private residence.

Emergency support services staff will continue essential work; they will clean and sanitize the buildings during this hiatus. Moreover, ongoing support of the residents of 467 Bloomfield Avenue will be maintained with appropriate health precautions implemented to assure everyone’s safety.

This is a very difficult time for us all and I understand the frustration (and inconvenience) that you may be experiencing, but we share the serious responsibility to do all that we are able to protect our co-workers and to assure the safety and health of the residents of the Pastoral Center, especially our retired priests living in the Cronin Residence as well as the seminarians who continue their studies by means of Distance Learning in a “renewed” Saint Thomas Seminary.

Please be assured of my prayers for your well-being and that of your family and friends.