

MESSAGE FROM HUMAN RESOURCES

Updated: Wednesday, March 25, 2020

The Coronavirus is still accelerating and a decision has been made to continue to keep the Chancery and the Pastoral Center closed until further notice.

At this point, we would hope to reopen on Monday, April 20, 2020, but we will keep you updated as we receive more information from the CT Department of Public Health and Governor Lamont's office.

Employees who have the ability to work from home are requested to continue to do so. All employees will continue to be paid their regular earnings during the period of the closure. Please continue to consult with your Department Director to determine your work status during this period. It is possible that an employee may be asked to come in to work for a day or partial day during the closure period to take care of essential work.

The maintenance, housekeeping, and kitchen staff will be continue to be required to work during the period of this closure to be sure that our residents at the Pastoral Center are cared for. In addition, the Chancery and Pastoral Center will be thoroughly cleaned and sanitized during this period.

Mail delivery will continue to the Chancery and the Pastoral Center and will be sorted and distributed to individual mailboxes on a daily basis.

Please be sure that your Department Director has your updated personal email address and phone number so that you may be updated on changes as they occur.

All questions should be directed to Human Resources, Karen.Kean@aoht.org.