

IMPORTANT MESSAGE FROM HUMAN RESOURCES
Updated: Thursday, April 23, 2020

Effective immediately, anyone entering the Pastoral Center and The Chancery will be required to wear a face mask.

No one will be admitted to the Pastoral Center and Chancery without a face mask.

Face masks must be worn in all of the common areas of both buildings. Hallways, stairwells, and elevators are considered common areas, as well as the dining room at the Pastoral Center. It is strongly recommended that everyone maintain the six foot social distancing.

For those that need to come in to their office, once we are given clearance to do so, you will not be required to wear a mask while you are in your office. If someone enters your office and you are unable to maintain the six foot distance, you must both wear a face mask.

In an effort to contain the number of individuals coming in and out of both facilities it is requested that departments limit their mail pickups to once per week. We will continue to schedule pick-up times so that the number of individuals picking up mail are not all doing so at the same time.

At the Pastoral Center, the maintenance, housekeeping, and kitchen staff will continue to work and will be required to wear face masks and gloves, not only for their own protection, but for the protection of our residents at the Pastoral Center. At the Chancery, maintenance will be required to wear a face mask and gloves.

Please continue to do all that you can to practice social distancing, avoid touching your face, and continue to frequently wash your hands. Be safe!

If you have any questions, please do not hesitate to contact me via email:
Karen.Kean@aohct.org.