

IMPORTANT MESSAGE FROM HUMAN RESOURCES
Updated: May 21, 2020

The Chancery and Pastoral Center office will have a "soft opening", meaning that we will resume operations, on an abbreviated basis, on Monday, June 1, 2020.

All Department Directors have been asked to set up a schedule for their employees who will be returning to work during the soft opening. Department Directors will have the ability to determine which employees may continue to work from home based on the needs of the department and the duties that need to be performed.

Employees, who have health conditions which may be exacerbated by being in a setting with others and who are not comfortable in returning, are asked to write a confidential letter to the Director of Human Resources, requesting an exception to return to the office. The letter will be placed in a confidential file within the Human Resources Office.

It is important to note that employees will continue to be paid their normal bi-weekly earnings whether or not they are working in the office, working from home, or being asked to stay home, through July 3, 2020. Please remember that Friday, July 3rd is the Fourth of July Holiday, and no one should be in the Chancery or Pastoral Center except for those essential employees who have been scheduled to care for our residents at the Pastoral Center.

The Pastoral Center and the Chancery will be open Monday through Friday each week and the hours of operation will be 9:00 a.m. to 3:00 p.m. Based on the needs of the department, the Department Director will determine the hours and days of work for each employee in the department.

Once work schedules are set, changes to will need to be approved by Karen Kean or Father Steven Boguslawski.

Since we will be on an abbreviated work schedule, there will be no lunch break and employees will not be allowed to leave the building to go out for lunch. Employees are strongly encouraged to bring a snack, lunch and beverages to work with them. Unfortunately, due to social distancing, employees are requested to eat in their offices, so that social distancing may be maintained. For those who work at the Pastoral Center, the main dining room will be closed to employees for the month of June.

We are asking all employees, who will be returning to work, to please abide by the closing time of 3:00 p.m. Once everyone has left the buildings, our maintenance staff will be cleaning and sanitizing the common areas, lavatories, and workspaces so that the offices may re-open the next day.

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. If you do not have a mask, you cannot come in.

Face masks must be worn in all of the common areas of both buildings. Hallways, stairwells, and elevators are considered common areas. Your mask can be taken off if you are alone in your office with the door closed. If someone enters your office, you and your guest must both wear a face mask if you cannot maintain the six foot distancing. No exceptions will be allowed.

Please do not congregate at the mail boxes, if someone is at the mailboxes, please wait until that individual has collected his/her mail and has walked away before obtaining your mail. It is strongly recommended that everyone maintain the six foot social distancing while waiting to get to the mailboxes.

Meetings should be limited and it would be preferred, to the extent possible, that all meetings are conducted by phone, skype, or zoom conferencing. During the period of the soft opening we are not accepting visitors to the Chancery or the Pastoral Center.

Employees who share equipment, such as copy machines, fax machines or other devices must be vigilant in wiping the keyboards down with a disinfectant wipe after each use.

If you must utilize the elevator, please do so one at a time. Our elevators are small and social distancing is not possible, so if you can, please use the stairs.

Maintenance will be diligent in trying to sanitize all common areas, but employees will have a responsibility in sanitizing their individual keyboards, printers and desk surfaces.

This is also a good time to remind everyone that they should limit the amount of personal items on desks so that it will be easier to clean and sanitize those areas.

As a matter of safety and personal protection, please remember to "Wipe and Wash", this means that you should wipe down your work area and your keyboard and you should wash your hands frequently with soap and water for at least twenty seconds multiple times a day. In addition, please refrain from touching your face, especially your eyes.

The period of the soft opening for the month of June will give us time to evaluate how operations are going, address employee and manager concerns, and also evaluate our ability to keep everyone safe in trying to resume normal operations, or the "New Normal" as it is referred to.

It is expected that the Chancery and the Pastoral Center will resume normal operations on Monday, July 6, 2020, but we will continue to keep you updated as we receive information from Governor Lamont's Reopen Connecticut team. And, most certainly we will update you prior to resuming normal operations on Monday, July 6th.

Please be safe, be well and enjoy your Memorial Day weekend.

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