

IMPORTANT MESSAGE FROM HUMAN RESOURCES
Updated: May 1, 2020

The one week total closing for the Chancery and the Pastoral Center will end on Sunday, May 3rd.

Effective Monday, May 4th, the Chancery and the Pastoral Center will open with the rules which were in effect prior to the one week closing. Employees will continue to work from home as they have been doing.

Offices at the Chancery

Offices at the Chancery will need to call or email Matt Byrne to set up a time to pick up mail or need office time.

Offices at the Pastoral Center

Offices at the Pastoral Center will need to email Fr. Steven or Karen Kean to set up a time to come in to pick up mail or to set up office time.

The front door of the Pastoral Center must be used for picking up your mail.

The earliest that mail may be picked up will be 10:00 a.m.

In an effort to contain the number of individuals coming in and out of both facilities it is requested that departments limit their mail pick-ups 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 so that we may maintain social distancing.

IMPORTANT INFORMATION

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, 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 into their office, 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. No exceptions.

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