

IMPORTANT MESSAGE FROM HUMAN RESOURCES
Updated: June 30, 2020

COVID-19 does not seem to be going away. As of today, sixteen states have seen dramatic increases in the number of positive COVID cases. Although the numbers are decreasing in New York State, Connecticut, and New Jersey, it appears that the Governors of CT and NY are slowing down their re-opening process, out of extreme caution.

This upcoming weekend is the first weekend that parishes will resume their weekend mass schedules. And, since this is a holiday weekend, many will be traveling to friends and relatives homes and visiting local beaches. Hopefully everyone will be practicing social distancing.

After much thought and consideration a decision has been made to postpone our return to normal operations which was scheduled for Monday, July 6th.

We cannot let our guard down; we must continue to wear masks, practice social distancing and above all continue to wash our hands with soap and water frequently.

If you are traveling out of state, you will be required to self-quarantine at home for a period of fourteen days, and you will be required to use accrued paid time off during this period.

Although no definite return to normal operations is set, we are setting Monday, July 20th as the target date, although this is not definite.

We are going to continue to look at the number of COVID cases in our surrounding cities and towns as well as surrounding states on a daily basis. We will notify everyone of our firm return to normal operations in the days preceding July 20th.

We will continue to work on our "soft opening" schedule. The work schedules that have been in place for the month of June will continue. 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.

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.

Employees should continue 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 until further notice.

Vacation and Personal Time

Many employees have not taken any vacation or personal time this year. Please schedule your vacation and personal time so that time off can be granted fairly among all members of the department. Departments must be adequately covered through the end of the year.

There will be no carry-over of vacation time. If you don't use all of your vacation and personal time by December 31, 2020, you will lose it. No exceptions.

Reminders

- Please abide by the 9:00 a.m. to 3:00 p.m. working hours.
- 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. 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.
- Please do not congregate at the mail boxes, if someone is at the mailboxes, wait until that individual has collected his/her mail and has walked away before obtaining your mail. Do not stand at the mailboxes and sort through your mail; take it back to your office to sort. 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.
- We will continue the restriction on visitors to Chancery and the Pastoral Center.

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