Re-Opening Parish Offices

Effective May 26

Office should open only if parish administrator feels comfortable and confident about opening.

Who Should Return to the Office?

- Parish Staff should continue to telework if feasible
- Only essential workers should return to the office
- Workers must stay home if feeling ill
- Vulnerable individuals are encouraged to stay home
- Parish office occupancy is limited to 25% of certified occupancy for the office space.
  - Cooks and Housekeepers are not counted as “office staff”.

Social Distancing, PPE, and Cleaning Requirements for Parish Offices:

- Physical distancing of a minimum of six feet is required in offices.
- The parish should assess and mark or modify the office environment in order to ensure proper social distancing for those in the office, including marked traffic flow paths to limit exposure
- Consideration should be given to staggered or alternating workdays or hours, re-assigned desks or workstation locations
- Masks will be worn by all staff and volunteers
- Enhanced, frequent cleaning protocols should be maintained
- Limit visitors where feasible
- Common areas should be closed off – no shared foodstuff, plates, cups, utensils
- Signs are to be posted on the exterior and interior of the office advising people of the mask and distancing requirements, as well as any new or “one way” entry/exit for distancing requirements

Signage and Checklist

- Parish offices must display signage:
  - Attesting that they have a COVID-19 plan (see Diocese Pandemic Plan/Policy attached)  
    Office Spaces MA COVID -19 Checklist (attached)
  - Describing practices for social distancing, hygiene, cleaning
- Employees should complete the COVID-19 Self Monitoring Checklist their first day, and then self assess before coming to work each day.
  - Employees should take their temperature at home before coming to work, unless the Parish has an infra-red no touch thermometer and require daily temperature checks.
Temperature and Self Monitoring checklists are confidential. Pastors can elect to have staff complete every 14 days, shredding previous forms, or use a honor system and only complete the first day the employee returns to the Parish office.

If Staff Has COVID-19 Symptoms or Tests Positive
- Parishes must have a designated isolation area for anyone who exhibits symptoms while on parish premises, to be utilized while the individual is awaiting transport home
- Any staff or volunteer who experience symptoms, or reports being exposed to a COVID-19 positive person, must complete the Parish COVID-19 Contact Notification and Tracing Form
- If a staff member or volunteer experiences symptoms or tests positive, their work area and any common areas must be cleaned and disinfected prior to occupancy

General
- Non-essential travel is prohibited
- No camps, field trips, youth group or service trips
- No sporting events
- Parishes who have previously provided meals to raise money need permission from their local board of health. Food preparation sanitation and pandemic protocols will apply.

- Please contact Cathi Farr, Director, Human Resources, if you have questions regarding the return of your employees. 413-452-0683
- Russ Sprague is available to discuss sanitizing and disinfection products. 413-531-5567

1. MA COVID 19 Checklist
2. COVID-19 Self Monitoring Checklist
3. Dioceses COVID 19 Policy for Plan Reference
4. Family First FMLA and Emergency Sick Leave – Mandatory Poster

Additional posters will be mailed to you to post in the parish offices and other spaces.