



## **URGENT MEMORANDUM**

To: Pastoral Center Employees, Priests and Pastoral Leaders

From: Most Reverend Daniel E. Thomas

Re: COVID-19 Update #7 – Pastoral Center Update

Date: 23 March 2020

On Sunday March 22, 2020, Governor Michael Dewine announced a ‘Stay-at-Home Order’ for all Ohio residents effective today, Monday, March 23, 2020, 11:59 p.m. unless engaged in essential work/activity as defined within the order. In an effort to voluntarily comply with the Governor’s order and exercise prudent discretion for the health and well-being of all, I am directing that access to the Pastoral Center be further restricted effective Tuesday, March 24, 2020, through Thursday, April 9, 2020. As such, all Pastoral Center employees are to work from home during this time, and limit visits to the building only for urgent matters. We will be monitoring developments daily and communicating updates to all Pastoral Center employees via email prior to April 9, 2020.

Security will remain on-site at the Pastoral Center during this time and access to the building will be limited to maintenance activities, mail sorting, and urgent/essential duties. Pastoral Center employees should limit any necessary visits to the office between the hours of 10 a.m. and 2 p.m. to complete essential functions or to pick up needed documents/equipment.

Parish priests are being guided to continue using their prudent judgement and discretion on a local basis to determine the most appropriate parish office access and work schedules.

Please know that while our Pastoral Center access is limited, it is critically important that we remain engaged as usual to support and offer service to the diocese, school and parish communities as needed during this challenging time. Your director is available to answer any questions you may have.

I encourage you to join me by intensifying your prayer, fasting and almsgiving during this Lenten season and national health emergency. United with you and all the faithful of the

Diocese of Toledo, we continue to move forward in faith and hope trusting in the Lord and in the intercession of Mary, our Mother, Health of the Sick.