



URGENT MEMORANDUM

To: Pastoral Center Employees

From: Most Reverend Daniel E. Thomas

Re: COVID-19 Update #5 – Pastoral Center Temporary Modifications

Date: 19 March 2020

With such an unprecedented pandemic affecting us in the Diocese of Toledo and around the world, please know that we are especially grateful for your ministry serving all our faithful throughout our 19 counties. You and your families have been, and will remain, in my thoughts and prayers.

In order to reduce the risk to you, your family and coworkers from the threat of COVID-19, access to the Diocesan Pastoral Center will be limited to staff to perform essential services starting Monday, March 23, 2020, through and including at least Thursday, April 9, 2020. Each department will continue to serve the needs of the Diocese through a work-at-home option for qualifying employees. As this is an ongoing crisis, we will be evaluating this decision and communicating updates prior to April 9, 2020. Here is some critical information you need to know:

- All employees whether working at home or in the office are expected to stay engaged in their work for a full work day. Employees will check and respond to email and voicemail on a regular basis throughout the workday and perform duties as assigned by your director.
- Access to the Pastoral Center will be reduced. The Pastoral Center will be open from 10:00 a.m. to 2:00 p.m., Monday through Friday, for essential services which can only be completed on-site.
- From March 23 through April 9, 2020, all employees will be paid their regular compensation. All approved vacation time taken during this period will be applied to the employee's accrued vacation time, following the normal policy.
- In order to receive a paycheck, hourly employees must continue to report their work hours in the DSC payroll system. Employees are expected to access the DSC timekeeping

system through web browser or the downloaded application. It is recommended that employees input their time daily.

- Communications between employees and individuals outside your office should occur by phone, email or teleconference. Our IT team has established access to gotomeeting.com, which provides the ability to conduct conference calls. Please limit face-to-face meetings.
- For those employees working from home, coordinate with your director to ensure you have necessary computer and network access to work from home, and then raise any needs with the IT team. Critical access needs will be addressed first.
- The IT team will be issuing instructions to assist employees working from home, as well as how to reach IT Help Desk for assistance. Please understand that some issues relating to working from home may not be able to be addressed.
- The Pastoral Center cleaning staff will continue to disinfect bathrooms, door handles, conference rooms and other common areas daily and offices twice a week. Employees should practice a high level of personal hygiene and assist where possible in keeping the Pastoral Center clean.
- If an employee must travel to a high risk area as defined by the Centers for Disease Control (CDC), the employee may be directed to self-quarantine for the current CDC mandated period (currently 14 days) before he/she will be permitted to return to work. During those days the employee can use accrued time off or work from home.
- If working from home, the employee must have their office phone forwarded to their cell phone. If applicable, remember to change your voicemail and Outlook message as appropriate.

Know that your good work is valuable to the continuous effective operation of the Diocese of Toledo. The decision to change work policies temporarily was made after much thought and counsel to protect the health and well-being of our employees. Your director is available to answer any questions you may have. Thank you so very much for your cooperation, patience and perseverance as, together, we navigate the uncharted waters of this health crisis.