



April 16, 2020

**Diocese of Toledo
Interim Operational Plan
Changes Due to PPP Loan Approval**

As you are aware, last week Senior Leadership of the Diocese of Toledo (the Diocese) communicated an interim operational plan in an effort to contain costs through a combination of furloughs and wage/hours reduction, which was implemented effective April 13, 2020. As was noted in the communication, both the Diocese and Catholic Charities applied for the Small Business Administration (SBA) Payroll Protection Plan Loan (PPP Loan), with the understanding that approval could take up to 30 days. The Diocese and Catholic Charities were informed this week that the requested PPP Loans were approved by the SBA.

The PPP Loan funds are forgivable when used to cover payroll costs and other allowable expenses for an 8-week period, which commences on April 20, 2020. As a result, all furloughed and reduced wage/hour staff will be fully restored effective Monday, April 20, 2020 through June 15, 2020.

Due to the ongoing stay-at-home government mandate, all Pastoral Center staff will remain in a work-from-home mode as was implemented previously on March 24, 2020. All staff will have full access to email and phones, and will be expected to continue/resume their duties from home. Additionally, the Pastoral Center office hours will remain restricted to 10am-2pm, Monday – Friday, for limited essential services only. Certain Catholic Charities staff who directly support food, shelter, and elder assistance programs will continue working on site as needed.

Prior to the conclusion of this upcoming 8-week period more information will be shared regarding longer-term Pastoral Center and Catholic Charities operational plans, much of which will depend on the status of government mandates and related impacts.

The challenging conditions brought about by the COVID-19 pandemic have made it necessary to implement various actions to best navigate through these unprecedented times and circumstances. If you have any problems accessing a needed contact at the Pastoral Center or Catholic Charities, please contact the Senior Director of the respective department. Thank you for your patience and understanding.