



DIOCESE OF OAKLAND
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The following are guidelines for clergy, religious, paid staff and volunteers returning to work or volunteer assignments in Parish Offices. Please contact the Human Resources Department at (510) 267-8363 if you have any questions.

Illness Self-assessment Prior to Reporting to Work or While at Work

- Before reporting to work, on a daily basis, do a self-assessment:
 - Do you have a fever of more than 100.4 degrees?
 - Do you have a sore throat?
 - Are you coughing or sneezing?
 - Experiencing body aches?
 - Experiencing shortness of breath?
 - Have you been caring for or been in contact with someone who has been diagnosed with or is showing symptoms of COVID-19?
- If you answered yes to any of the questions above, please notify your supervisor and stay home.
- If you begin to develop any of these symptoms while at work, notify your supervisor and go home immediately; if you cannot go home immediately, you will be placed in isolation until you are able to go home.
- Contact your doctor.
- If your doctor advises you to be tested for COVID-19, be sure to notify your supervisor, follow doctor's orders, and self-quarantine. Provide the results of your test to your supervisor. Your supervisor will advise you to stay home and will contact Human Resources for further guidance.
- If an employee develops symptoms as noted above, close his/her office or cordon off his/her workspace and wait 24 hours before you disinfect and sanitize his/her office or workspace.

Personal Safety Protocols

- Practice social distancing by staying at least six (6) feet away from other people.
- Wear your mask properly (i.e. covering both mouth and nose), avoid touching your mask, remove your mask in a safe manner, and wash your mask daily if it is a reusable, washable mask.
- Avoid touching your face, nose and eyes.
- Avoid shaking hands, refrain from hugging or touching others; nod in greeting or acknowledgement instead.
- Wash your hands often with soap and water and for at least 20 seconds at a time.
- Cover your coughs and sneezes with the sleeve of your shirt, blouse, jacket or coat.

- Wipe down your workstation and objects in your workstation such as your keyboard, mouse, phone, headset, chair, etc. before and at the end of your workday.
- Do not use someone else's phone, desk, office, or computer.

Office Safety Protocols Before Opening for Business

- Before opening parish offices for business, ensure all areas of the office have been deep cleaned and disinfected. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- The reception desk or public counter should be cordoned off at a distance of six (6 feet) or markings placed on the floor; a determination should be made if a social distance barrier should be installed in order to minimize the risk of exposure.
- Remove all religious articles, books, pamphlets, brochures and other written materials you usually provide in common areas and/or self-help containers as well as remove pen holders or other counter items that multiple individuals may touch or use. Hand out these articles on an individual basis as requested. Use a disinfecting wipe to clean pens used by visitors.
- Provide the above written material digitally via your parish website.
- Develop a plan to eliminate congestion around parish office interior and exterior entry and exit areas (i.e. provide clear signage limiting number of visitors at any one time).
- Post safety protocols/signage at the entrance to the office so all individuals visiting or working at the parish office know what safety protocols have been implemented (e.g. all visitors must wear masks before entering parish office).
- Determine if it is possible to leave front doors, corridor doors, or non-fire protection doors open so no one needs to touch the doorknobs or doors. If this approach is not possible due to security or safety issues, make provisions for ensuring high touch areas will be sanitized frequently throughout the day.
- Consider and advise staff ahead of time if they are assigned:
 - A rotating schedule for staff where half the staff reports to the office one week and the other reports to the office the following week and continue this rotation as needed. The staff at home would work remotely. If a staff member's job duties are such they cannot work remotely, they would report to work each day.
 - Continued working from home, if feasible.
- If space is available, expand work areas, create more space between desks, or move cubicle walls further apart to ensure social distancing between visitors, clergy, religious, staff and volunteers.
- Provide clergy, religious, staff and volunteers with a written copy of office safety protocols.

Office Safety Protocols While Open for Business

- State, city and local ordinances require the wearing of face masks in public settings.
- A supply of extra masks should be kept in the parish office and made available to clergy, religious, visitors, staff and volunteers in the event they have forgotten to bring a mask with them.

- **While in the office:**
 - Use a face mask while walking in common areas, if you are within six (6) feet of someone, visiting other offices, cubicles, open workspace areas, or in any other situations you will have close proximity with others.
 - You do not need to wear your face mask while working in a private office or in your cubicle as long as no one comes in to your cubicle/office.
- Ensure all visitors know and comply with your office safety protocols when they call to make an appointment to visit.
- Limit the number of visitors admitted into the parish office to no more than two (2) at the same time and ensure they practice social distancing. If visitors must wait outside to access the office, place markings on the floor outside to ensure social distancing.
- Provide hand sanitizer at public counters. Be sure to wipe the top of the dispensing nozzle and surface of the public counter hand sanitizer bottle after each use by an individual.
- Provide disinfectant wipes or cleaners next to shared office equipment so users can clean equipment before and after each use and for employees to clean their workstations before and after their work shift.
- Wipe down high touch areas throughout the day, but take extra steps to protect yourself and others.
- Minimize handling cash, credit cards, and mobile or electronic devices when possible – wear gloves.
- Conduct meetings with parish members, visitors, vendors or others you conduct business with via Zoom or similar platforms.
- Conduct staff meetings via Zoom or similar platforms to facilitate social distancing.
- Do not allow staff and volunteers to use lunchrooms except to refrigerate and warm up food.
 - Identify other eating areas which allow for staff or volunteers to practice social distancing or allow employees to eat at their desk. Be sure to advise non-exempt employees they are not to work while taking their meal breaks at their desk.
 - Communal coffee pots should not be utilized.
 - Refrigerators and microwave handles should be cleaned throughout the day.
- Ensure the amount of times restrooms are cleaned is increased.

Thank you for implementing and following the above guidelines at all times. If you see someone not following the above protocols, speak with your supervisor and/or the pastor. Supervisor and/or pastor should counsel staff and volunteers if they are not following the safety protocols. For staff counseling, be sure to use the employee counseling form found in the Administrative Handbook or contact Human Resources for further guidance if needed (510) 267-8363 or gespinoza@oakdiocese.org.