

Coronavirus (COVID-19)

What Catholics Need to Know Now.

19 March 2020

Key Personnel of the Archdiocese of Denver (Priests, Deacons, Principals, Parish Staff Members),

Thank you for your diligence, vigilance, and trust as we navigate this situation and its impact on our many parishes, ministries, and team-members.

As this situation evolves, we hope to provide essential information that reflects not only Employee Management and Time-keeping best practices but also considerations relevant for any emergency.

Below are the steps that the AoD and other employers have taken, and we encourage that you follow as your operations and budget allow. Please note the following:

- *The term PTO is used to include both sick and vacation time, should your location or school utilize separate banks, please insert each as they apply to your employee population.*
- *More information will be provided next week on nuances regarding school employees and teachers.*

FOR EMPLOYEES WHO ARE HEALTHY+WELL AND ARE NOT BELIEVED TO BE INFECTED

Our reality is that we need to continue to maintain our operations and we have a workforce that is varied and has different requirements to fulfill the objectives of each role. Please adhere to the category that applies and continue to work closely with managers to ensure staff are clear on expectations and updates.

- **On-site Work:** This applies to anyone who must be present to do their assigned work:
 - Continue to report to work (until the time that any/all closures are announced)
 - Maintain the same precautions that would be taken in public or social settings - practice social distancing, where possible.
 - Continue to report any concerns, by bringing them to the attention of management.
 - Reschedule meetings for later dates in the future or hold them via tele/videoconference where exposure is eliminated. Limit communications primarily to phone or e-mail, as appropriate and reserve face-to-face meetings to be conducted only when necessary.

- **Remote Work:** We recognize that some of our team-members are at a higher risk of getting sick from this illness and they should begin working remotely immediately. This applies to people over the age of 70 and/or those who have chronic medical conditions.

Additionally, anyone who can is encouraged to work remotely. Work, although remote, must go on per usual. Strive to maintain productivity while recognizing that necessary modifications may need to be made. There may be times where work is minimal, at a minimum, employees should check e-mail and voicemail regularly to maintain responsiveness. Please work closely with your direct supervisors to address off-site access to email, programs, and calls.

- **Salaried:** Whether working remote or not, employees will be paid their normal salary even if there is not enough work to keep them engaged for the full work-day due to the disruptions of normal operations. However, if no hours are worked in a day, PTO must be used to supplement the hours that normally would have been worked, regardless of the reason.

- **Hourly (non-exempt):** Whether working remote or not, the following apply:
 - All actual worked hours must still be closely tracked, via accurate punches, for the day and lunch breaks.
 - If an employee does not have enough work, under the supervision of their manager, to keep them engaged for their entire shift, they may utilize accrued and available PTO to bring them up to their regularly scheduled hours.
 - Employees will not work off the clock, nor without the approval of their supervisor.
 - Employee must adhere to taking an uninterrupted 30-min lunch in accordance with the COMPS #36 changes effective 3.16.20 (see email attachment).
 - Clocking can take place either at PAYCOM stations or over a mobile device by downloading the PAYCOM mobile app and signing into ESS (Employee Self-Service).
- **Vacation events:** If an employee is pursuing pre-scheduled vacation, PTO will need to be taken. *NOTE: Please continue to submit requests through PAYCOM or your normal request process.*
- **Sick events (non-COVID-19):** If an employee is sick for any reason other than COVID-19 and is not exhibiting those symptoms, he or she may utilize PTO (or sick at locations with separate sick banks). *NOTE: Please continue to submit those requests through PAYCOM or your normal process.* Please continue to send questions about FMLA-eligible cases to HRSupport@archden.org
- **Leave needed to take care of young or school-aged children:** If, because of school closings, parents must legitimately take time away from work-at-home due to lack of day care alternatives, they should be accommodated per our existing leave policies and may also utilize existing PTO. *NOTE: Leave to take care of children due to school closures is NOT covered under FMLA.*
- **Emergency Pay:** The Pastor may choose, according to his budget, to pay “supplemental hours” in lieu of normal worked hours, instead of forcing the employee to use PTO/vacation hours. If this decision is made, please use the earnings code in PAYCOM labeled “EME” (Emergency Pay) and ensure that equity in doing so is maintained across the board.
- If, at any point, the **permanent elimination of positions** seems inevitable, call Beth Link at the AoD to discuss each and every situation: 303.715.3193 or 303.523.7873 (mobile)

FOR EMPLOYEES WHO BECOME QUARANTINED OR ARE BELIEVED TO BE INFECTED

Any employee who believes they are infected with COVID-19 or have been exposed to the virus and may be a carrier, should follow the guidelines set forth by the CDC.

- **Refer to Centers for Disease Control Information:** (zip file included with bilingual materials)
- **Identify Symptoms:** Fever, cough, shortness of breath (<https://www.cdc.gov>)
- **Call your doctor:** If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for advice.
- **Do NOT come in to work!** CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
 - Employers MAY require a note to return to work. However, given all medical services are overwhelmed, the government has asked not to request this unless necessary.

RECENT LEGISLATIVE CHANGES (as of 14 March 2020, see attached summary)

- FMLA now extends to employees with 30+ days of employment and has provisions for care/quarantine of self, family member, or care of child in lieu of school or place of care, due to COVID-19. Note: Please consult the HR team to administer this benefit per the updates.
- Employer Paid Sick leave is now required, regardless of length of employment, in the amount of 2 week for a FT employee and averaged worked hours for PT employees and covers quarantine of self or family member and care of child if place of care closes due to COVID-19.

In the event that an employee is unable to pay his/her portion of the medical benefits premiums due to reduction of work hours or work stoppage, they will retain their coverage and they can true up on premiums at a later time. If any full-time employee goes without income for a period of 30 days or more, please email Beth Link or Trina Moog with details to review.

Finally, please **have employees access the self-service portal in PAYCOM and update** their email addresses (work and personal) street address, phone numbers, emergency contacts, and beneficiaries.

Thank you for your attention to detail and continued patience. Information will continue to be reviewed and updated as the situation evolves.

In Christ,
Beth Link, Executive Director of Human Resources
Keith Parsons, Chief Operating Officer