

Diocese of San Jose COVID-19 Reopening Plan Transcript FINAL 6.04.20

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Hello and welcome to the Diocese of San Jose COVID-19 Reopening Plan
Your presenters are Caroline Zelaya, HR Generalist and Theresa La Voun, Insurance & Risk Manager

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These guidelines have been set by the Santa Clara Dept of Public Health, Cal/OSHA and have been reviewed by Bishop Oscar Cantú and the Cabinet. Employees and volunteers are required to attend this mandatory training. We ask that all employees follow the Human Resources and Risk Management policies and procedures.

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Our three main goals in reopening.

1. Stop any transmission of the virus among our employees
2. Maintain a healthy work environment
3. Maintain healthy business operations

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As we enter into stage two of the reopening guidance, these are the steps that we must take as we reopen churches and office workspaces.

1. Each location must perform a detailed risk assessment and implement a site-specific protection plan.
2. Every employee and your volunteers must be trained on how to limit the spread of COVID-19.
3. Each location must implement their site control measures and screenings.
4. Every location must be implementing their daily disinfecting protocols.
5. All employees and your volunteers must adhere to social distancing protocols.

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These two documents are part of the Social Distancing Protocol, Site Specific Protection Plan. This document is to be filled out by your Pastor or Principal reviewed with employees and volunteers and posted at or near the front entrance. The Pastor or Principal will oversee the application of these protocols for their location.

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The notice “To Prevent the Spread of COVID-19” is required be posted at the entrance of each location. This is mandated by the Santa Clara County Public Health Dept and it covers the five safety protocols that are to be communicated to all employees, volunteers and visitors.

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There are five ways that we can take an active role in controlling the spread of COVID-19 and protecting ourselves and our coworkers. We will cover each of these in this presentation today.

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The first protocol is **Know the symptoms of COVID-19**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have;

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

Please call your medical provider for any other symptoms that are severe or that are concerning to you.

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We ask that all employees and volunteers conduct a daily wellness screening prior to arriving to work. The purpose of this screening process is to safeguard the health of co-workers and other people with whom each employee has contact. If you are experiencing any one of these symptoms, please do not come to work.

If you are experiencing these symptoms you should isolate yourself until: (i) at least 3 days (72 hours) after you have recovered, meaning your fever has resolved without use of fever-reducing medications and your respiratory symptoms (e.g., cough, shortness of breath) have improved; AND (ii) at least 10 days has elapsed from when their symptoms first appeared.

If you have a positive COVID-19 PCR laboratory test result and are without COVID-19 symptoms you should isolate yourself for 10 days from the date you received the positive test results.

If you have been exposed to someone with COVID-19: you should self-quarantine for the entire 14-day COVID-19 incubation period, the typical time between exposure and when symptoms and signs of the disease may develop.

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The next step we can take to stop the spread is frequent hand washing. It is key to preventing the spread of infection. Wash hands often for 20 seconds and use hand sanitizer if soap and water is not available.

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Our 3rd protocol is Face coverings

Face coverings are worn to protect others, please wear your face covering prior to entering your work location and they must be worn in all common areas and in open cubicles.

All Santa Clara County residents and visitors must wear a cloth face-covering outside their home.

The cloth face covering order SHALL NOT APPLY to the following persons:

- Children under the age of 6;
- Anyone who has trouble breathing, or who is unconscious, incapacitated or otherwise unable to remove the cloth face-covering without assistance; or
- Persons with a medical or mental health condition or development disability that prevents wearing a cloth face covering.

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Our 4th protocol is Physical Distancing.

We have adopted policies and practices for social distancing, avoiding large gatherings and maintaining distance of approximately 6 feet from others.

This includes separating desks and workstations as much as possible, closing your breakroom or maybe implementing staggered work schedules.

We must discourage staff from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

All non-essential meetings are prohibited and the use of videoconferencing or teleconferencing when possible for work-related meetings and gatherings is encouraged.

It is an employee's right to contact the County Office of Labor and Standards Enforcement to report any deficiencies in compliance with Social Distancing Protocols. Please see the contact information on this slide.

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Our final protocol in controlling the spread of COVID-19 is Cleaning and Disinfecting.

Facilities is asked to perform cleaning and disinfecting several times throughout the day in high traffic areas and they will make certain that each location is well stocked.

We ask that you also take responsibility to wipe down any items you may have used throughout your day.

Now, this completes the five safety protocols that every employee/volunteer must be trained on and that must be implemented at your parish or school work location.

We will now turn the training over to Caroline to review HR's applicable policies.

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Thank you, Theresa, hello my name is Caroline Zelaya and I oversee the leaves of absence programs in Human Resources. Today I will briefly go over the sick leave polices and workers' compensation as they may pertain to you and your dependent family members during this time. All eligible employees are entitled to use their accrued sick time. Keep in mind that sick time needed for over 3 consecutive days should be communicated to Human Resources as a Leave of Absence may be needed.

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Leave of Absence programs are complicated and can be difficult to navigate. When you contact Human Resources, I will work with you to understand your need for a leave and assist you to determine what type of leave may be best for you. With each leave of absence, there is a wage replacement program that is integrated along with available sick and vacation time to keep you as whole as possible during your time away.

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Here is a basic chart to show you the leaves and wage replacement programs. When we discuss leaves there is also Federal and State job protection laws that may pertain to your leave and would be discussed during our meeting, as well as included in your leave packet provided to you.

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If you are unable to do your usual job because you were exposed to and contracted COVID-19 during the regular course of your work, you may be eligible for workers' compensation benefits. Please contact me immediately so that we can begin the claim process with you as well as notifying your immediate supervisor.

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If you have contracted Covid-19 related illness between March 19 and July 5, 2020 there is a presumption, under executive order, that you may have done so at work. In order to qualify for Workers' Compensation under this executive order, you must meet the guidelines listed on this slide.

Please contact me as soon as possible should you feel that you may fall into these categories as it is necessary for the safety of your co-workers and all those you may come in contact with.

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- Employees should work their usually scheduled hours each day and be accessible by e-mail, phone or zoom meetings during those hours.
- If an employee requests to take vacation or use personal days, a request should be made through the Workday system and approval must be granted by the supervisor.
- Hourly employees must record their actual hours worked each day in the Workday system and should receive prior approval from their supervisors for any work beyond normal working hours.

Employees are covered under the Workers' Compensation Law of California if they are injured in the course of performing work-related duties at their residence or other approved telecommuting location. Any work-related injuries should be reported immediately to the supervisor.

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Thank you for attending the Diocese of San Jose Reopening Safety Protocol COVID-19 Training.

All training participants will be provided a form to complete for training records purposes.

Employee Link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=4gL3YXmtSECPuWK3hwbJg2lzb4SaBNHkVDISVEUFvhUMUIXTFZHMVZYT1pWWkEOSTINUFJJRjhHQi4u>

Volunteer Link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=4gL3YXmtSECPuWK3hwbJg2lzb4SaBNHkVDISVEUFvhUQjRXU0ZES01KNUE3SDM3WUJMWkdMVzlxUC4u>

Stay safe and stay healthy!

Linda Greco, Chief Human Resources Officer

Ian Abell, Facilities, Insurance & Risk Mgmt. Dir.

Christina Dickson, Human Resources Mgr.

Caroline Zelaya, Human Resources Generalist

Theresa La Voun, Insurance & Risk Mgr.