



CATHOLIC DIOCESE
OF LEXINGTON

Roman Catholic Diocese of Lexington, KY

THE CATHOLIC CENTER "HEALTHY AT WORK" PLAN

August 17, 2021

SECTION 1: PURPOSE

The Roman Catholic Diocese of Lexington wishes to ensure the health and safety of Catholic Center employees and those served by the Catholic Center. The Diocese is committed to maintaining the delicate balance between an employee's right to health privacy and the right of all employees to information relating to possible exposure to COVID-19. To this end, the Diocese will pattern its plan for operations at the Catholic Center after the phased plan of the state of Kentucky entitled "Healthy at Work" (see <https://govstatus.egov/ky-healthy-at-work>).

SECTION 2: CATHOLIC CENTER "HEALTHY AT WORK" PLAN EFFECTIVE June 11, 2021

While the Catholic Center is **NOT** a business, the following measures will be implemented to ensure the continued responsible operating of the Catholic Center for employees, partners in ministry, clients, and the faithful.

1. Staff

- a. Salary, exempt staff are expected to work at the Catholic Center at least **one (1) full day per week**. Salary, exempt staff may continue to work remotely otherwise, subject to the approval of the employee's supervisor and subject to the needs of the Catholic Center as determined by the employee's supervisor.
- b. Salary, exempt staff who are not able to work remotely must consult with her/his supervisor to determine whether, and to what extent, an employee will work remotely or onsite.
- c. Supervisors of salary, exempt staff are encouraged to require employees to provide weekly work logs to better assess the efficiency of remote work moving forward.
- d. Hourly, non-exempt staff are permitted to return to work subject to the needs of the Catholic Center as determined and preapproved by her/his supervisor. It will be up to each supervisor to determine whether, and to what extent, an employee will work remotely.

2. The Designated Safety Officer (appointed by the Bishop)

- a. Charged with overseeing the implementation of and ensuring compliance with the "Healthy at Work" protocols.
- b. Has authority to initiate the progressive discipline process as it pertains to all staff members in consultation with the Bishop.
- c. Can answer questions when the supervisor does not have the information or authority to interpret protocols.

3. Employee PPE (Personal Protective Equipment)

The Catholic Center will supply staff with access to hand sanitizer and masks. Sanitizing wipes and protective gloves will also be made available to the greatest extent possible.

4. Masks

a. Employees must wear masks at all times when in common areas and face-to-face meetings. Masks may be removed only in an employee's office when no one else is physically present.

b. Visitors to the Catholic Center must wear masks at all times.

c. Employee violation of this policy will follow the progressive discipline process identified in the Employee Handbook.

5. COVID-19 Vaccination Requirement

a. All Catholic Center staff **must** be fully vaccinated as a condition of employment with the Catholic Diocese of Lexington.

1. In general, a person is considered fully vaccinated:

a) Two (2) weeks after his/her second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or

b) Two (2) weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

2. Employees must present a record of vaccination against COVID-19 to the HR Director to be considered fully vaccinated under this policy. The employee's submission of a record of vaccination against COVID-19 will be accepted by the Diocese of Lexington in good faith and will be considered as the employee's consent to the new safety parameters.

3. If a person does not meet the above requirements, regardless of age, he/she is **NOT** fully vaccinated.

a) Employees who provide a written letter from a licensed physician that delineates a valid medical reason for not being able to receive the COVID-19 vaccination will be required to submit proof of testing for COVID-19 every fourteen (14) calendar days to the HR Director.

b) Employees who have not provided proof of having received at least a first dose of the COVID-19 vaccine, or a written letter from a licensed physician that delineates a valid medical reason for not being able to receive the COVID-19 vaccination, by **September 1, 2021**, will be considered to have tendered their **voluntary resignation** from employment with the Catholic Diocese of Lexington.

b. Employee violation of this policy will follow the progressive discipline process identified in the Employee Handbook.

6. Employee Health Checks

a. The Designated Safety Officer in collaboration with the Human Resources Director will monitor all staff to watch for early signs of COVID-19 contraction.

b. Employees exhibiting symptoms may be sent home to self-quarantine per state of Kentucky directives.

c. The Center for Disease Control has identified the following COVID-19 symptoms: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. These symptoms may appear 2-14 days after exposure.

d. Employees exhibiting symptoms should stay home out of an abundance of caution.

e. If at any time a doctor confirms the cause of their fever or other symptoms is not COVID-19 and approves them to return to work, then employees can return.

f. Employees may be required to present a completed diocesan release form before she/he will be allowed to return to the Catholic Center.

7. Employee Screening

a. Employees may be screened for exposure to COVID-19.

b. Screening will consist of a series of questions from the Designated Safety Officer, the HR Director, or an employee's immediate supervisor.

c. Screening may result in an employee being sent home immediately to self-quarantine per state of Kentucky directives.

d. If at any time a doctor confirms the cause of their fever or other symptoms is not COVID-19 and approves an employee's return to work or if the employee secures a negative COVID-19 test result, then employees can return with a completed diocesan release form.

8. Workplace Sanitation

To the greatest extent possible, the Diocese will adhere to the Center for Disease Control guidance to ensure a sanitized workplace environment (see <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>).

9. Accommodations for Employees in Vulnerable Populations

Personnel in vulnerable populations should discuss reasonable accommodations with his/her immediate supervisor in consultation with the HR Director.

10. Reporting Requirements

a. Employees who test positive for COVID-19 are to inform the HR Director, who is designated as the HIPPA officer for the Diocese (Health Insurance Portability and Accountability Act) as soon as possible.

b. The HR Director will report the positive test to the Kentucky Department for Public Health (KDPH) or the local health department within two (2) business days.

11. Employee Leave Options

Please consult the Employee Handbook for a list of available leave options including sick days, Family Medical Leave, emergency personal leave, PTO, etc.

12. Expectations of Employees

In addition to adhering to the aforementioned directives, employees are to practice good personal hygiene including, but not limited to:

- a. frequent hand washing using proper technique and hand sanitizing;
- b. avoid face touching;
- c. sneeze or cough into a tissue or the inside of the elbow;
- d. frequently disinfect used items and surfaces;
- e. stay home if feeling sick; and
- f. contact and follow the advice of your medical provider if feeling sick.