



INFECTIOUS DISEASE CONTROL POLICY DURING COVID-19 OUTBREAK

Given the recent public health emergency involving COVID-19 (coronavirus), the Office of Catholic Education is taking proactive steps to address workplace protective measures. It is the goal of the Office for Catholic Education during any such time period to strive to operate effectively, to continue providing all essential services, and to provide our employees with a safe and healthy workplace.

We are committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

A Taskforce at the Office of Catholic Education is designated, and meets on a daily basis, to monitor and coordinate events around an infectious disease outbreak. The Taskforce will create or modify existing work rules that could be implemented to promote health and safety through infection control and to evaluate and respond to changing circumstances.

Essential and Non-Essential Personnel

As a precaution and at its discretion, the Office of Catholic Education may require only designated essential personnel to report to work during an infectious disease outbreak that results in the reduction of staff and/or the closure of schools or offices. For those employees designated as non-essential personnel, please be prepared to work from home to the extent duties can be performed remotely. Each workplace will identify who are essential and non-essential personnel. If you are unclear as to whether your position falls into the category of essential or non-essential, speak with your immediate supervisor or your Human Resources representative.

Hygiene and Environmental Protections

When facing the potential spread of infectious disease in the workplace, the Office of Catholic Education will put in place enhanced hygienic and environmental measures. These may include increased steps to clean workplaces, including the regular cleaning of objects and areas that are frequently used, such as classrooms, bathrooms, faculty break rooms, chapels, cafeterias, athletic areas, hallways, locker rooms, conference rooms, open office areas, door handles, elevators, and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy continues to rely on common sense precautions, including:

- Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer (at least 60-95% alcohol) if soap and water are not available;
- Have tissues handy to cough or sneeze into (and discard promptly). If a tissue is unavailable, cough or sneeze into the crook of your arm rather than your hands;
- Clean surfaces frequently, such as countertops, light switches, cell phones and other frequently touched areas;
- Only consume food or drink after properly washing or sanitizing hands;
- Avoid touching your face with your hands, especially around your eyes, nose or mouth;
- Discard used tissues in wastebaskets.

It is recommended that each school provide alcohol-based hand sanitizers throughout the workplace and in common areas.

Attendance – Sick Time (Non-Closure of Schools)

For all benefit eligible employees, we provide paid sick days for employees who are absent from work. Your workplace location records the amount of paid sick days available for employees.

Unless otherwise notified, our normal attendance and leave policies will remain in place for an infectious disease crisis for staff, faculty and administration. Teachers will follow the guidelines of the Faculty Handbook and the Labor Management Agreement. If you anticipate being out for five (5) or more days, all employees are to contact Human Resources for Leave paperwork.

Staying Home When Sick (Non-Closure of Schools)

Many times, with the best of intentions, employees report to work even though they feel sick. During the COVID-19 outbreak, if you are experiencing symptoms of acute respiratory illness -- cough, fever, and/or shortness of breath -- please inform your Principal, Manager, Supervisor, and/or Human Resources and declare yourself ill/sick and stay at home. Employees reporting to work with these symptoms will be sent home in accordance with these health guidelines.

Follow the Centers for Disease Control and Prevention (CDC) for daily updates.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

We provide paid sick time and disability insurance (if employee enrolled) for benefit eligible employees who are unable to work due to illness.

If we require an employee to remain away from the workplace, employees will follow the guidelines of the Employee Handbook, Faculty Handbook and the Labor Management Agreement related to sick leave.

School Closings – (If quarantine is mandated)

The CEO of Faith in the Future along with the Superintendent for Secondary Schools will send out a notice if individual High Schools and Schools for Special Education are closing due to the spread of COVID-19. Follow these guidelines regarding workplace activities.

The Superintendent for Secondary Schools will instruct all Principals related to educational services through flexible instruction days for our students.

Administrative staff at the High Schools will work with their President and Principal related to work assignments.

The Office of Catholic Education will send frequent emails to all employees with CDC and the PA Department of Health updates.

Recommended guidelines will be sent to the Pastors and Principals by the Secretary for Elementary Education.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor and Human Resources for consideration.

Medical Benefits

Testing will be covered. Independence Blue Cross will cover testing as a preventive service and waive cost-sharing (such as copays and coinsurance) for the COVID-19 test when performed at a hospital or an approved laboratory.

Telemedicine is an option if you are experiencing symptoms. When it's not possible to visit your doctor's office, you can see a board-certified doctor by secure video, phone, or mobile app—anytime, anywhere. You have three ways to register: Download the MDLIVE app on your smartphone, visit mdlive.com/ibx, or call 1-877-764-6605.

All questions related to medical benefits should be directed to Human Resources.

Limiting Travel

The Office of Catholic Education has suspended all non-essential travel, both domestic and international. Requests for exceptions should be made to Human Resources. This does not include personal activity, but we urge you to seriously reconsider any plans for long-distance travel and visits to areas that have been significantly impacted by COVID-19. Please check the CDC's Traveler's Health Notice for the latest guidance. <https://wwwnc.cdc.gov/travel>

Travelers returning from CDC restricted areas <https://wwwnc.cdc.gov/travel> will be subject to mandatory 14-day self-quarantine before they are permitted to return to the workplace. If individuals are symptom-free after 14 days, they may return to the workplace. Please notify your human resources representative if this situation applies to you.

Social Distancing Guidelines for the Workplace

Please adhere to the following "social distancing" guidelines to minimize the risk of infection during this public health emergency.

1. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. Minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Medical Information and Confidentiality

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought. Our policy is to treat any medical information as a confidential medical record and to safeguard such information in accordance with the law.

The Archdiocese of Philadelphia reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.

