

From: Julie Greer
Sent: Thursday, June 11, 2020 3:40 PM
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Cc: mlumpe@pcj.edu
Subject: Update for June 11
Attachments: Additional Guidance - June 11.pdf; BINGO Reopening.pdf; Coronavirus Waiver Binding Fillable.pdf; Additional Guidance - Comp post May 31.pdf

Brother Priests,

It was good to pray with so many of you earlier this week. Thanks for all your efforts with the day of prayer and fasting. We can never underestimate the importance of fervent prayer as we seek to be signs and instruments of reconciliation in the world.

We look forward to the Ordination of transitional Deacons and Priests. Please continue to pray for Jacob Stinnett and Emmanuel Ingabire who will be ordained deacons on Friday evening as Deacon Stephen Ondrey was ordained in April, and for Deacons Frank Brown, Michael Fulton, and Seth Keller who will be ordained priests on Saturday. As I indicated, space is extremely limited because of the requirements of social distancing and so only a few priests could be invited. These are ticket events for both clergy and laity. I am sorry about that. I do ask you please to join us by way of St. Gabriel Radio or by live-streaming on Friday evening at 7:00 PM and on Saturday morning at 10:00 AM. Because of the unpredictability regarding security on Friday night, we have been advised to move the location of the Ordination on Friday night to the Josephinum. We should be fine on Saturday morning.

Questions have been raised about Confirmations. I do not believe we are ready to resume the full schedule of Confirmation either for me or by delegating the pastors. I have been able to celebrate a few very small parish Confirmations and you have celebrated as part of the Sacraments of Initiation, but given what would be necessary – sanitizing between each anointing – would be impractical to do on a large scale. The US Bishops did receive an answer to a dubium about the use of instruments such as a glove or cotton swab which indicated that doing so would not affect the validity of the sacrament. That is fine for anointing someone who is ill but does not answer the large group question. I need to ask patience because I think it will take a bit of time and information about the virus before we can start to reschedule either for me or even to delegate. As you know we are concentrating at this point first and foremost on the celebration of Sunday Mass. I look to revisit this in August based on the experience of the virus and our experiences with the return to Sunday Mass.

Finally, over the past several weeks we have received a number of inquiries seeking input on “re-opening” issues. The first document attached contains our answers to the majority of those inquiries. The last document addresses our guidance related to paying employees after May 31, which was the date we chose to continue paying all employees for their regularly scheduled hours. Should you have questions, please do not hesitate to contact Bill Davis, at 614-224-1221 ext. 1633 or his cell number 614-496-9016

+Bishop Brennan

We have had a number of “reopening” questions raised by Parishes and Schools and wanted to provide you with our thoughts on each issue. Should you wish to discuss or have comments, please do not hesitate to contact me.

Travel and Attendance at Large Group Gatherings

On May 4, we provided the Reopening Plan for the Diocesan Offices as a path for you to follow in creating plans to open your own offices. In that guidance we stated:

For any employee who has plans to travel outside the Diocese, they are to report this to their supervisor. Upon returning, they are to self-quarantine for a minimum of 14 days and are not to enter one of our buildings until the self-quarantine time has passed.

Subsequent to that, Governor DeWine removed the self-quarantine requirement for travel outside of the State of Ohio. Therefore, for the Diocesan Offices we will change this requirement to:

For any employee who has plans to travel away from home, they are to report this to their supervisor, including the destination. Upon returning, the employee should consider whether they should self-quarantine for a minimum of 14 days, especially if their travel was to a known COVID hotspot. In addition, they may be asked to self-quarantine by their supervisor, if they or other employees feel that there is excessive risk of spread due to the person returning immediately to work.

It should be noted that if an employee plans to attend a large group gathering (defined as more than 10 individuals not of the same family who reside together), this should also be reported to their supervisor. Following the event, the employee should consider whether they should self-quarantine for a minimum of 14 days. Events of this nature would include, but not be limited to, weddings and funerals but would not include religious services. In addition, they may be asked to self-quarantine by their supervisor, if they or other employees feel that there is excessive risk of spread due to the person returning immediately to work.

For the latest information on traveling and potential hotspots, please visit <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Protocol for reported positive COVID-19 diagnosis

Several locations have asked for input on what they should do should it be reported to them that someone who attended Mass had received a positive COVID-19 diagnosis. Keep in mind that the guidance from the CDC and State agencies continues to evolve and is subject to change but, at present, the following is our guidance:

- Determine the last time that person or one of their family members living with them was in one of our buildings. If they attended Mass, determine which Mass, on which day.
- Notify your Parish or School community that an individual who has tested positive for COVID-19 attended Mass, the day they last attended Mass and the Mass time they attended
- If standard sanitizing procedures were followed after the Mass the person attended, then no further cleaning or sanitizing procedures should be necessary. You may, of course, choose to re-

sanitize the area just to be sure that all surfaces were addressed. Two items from the CDC should be taken into consideration

- CDC has reported that the virus will live on metal, glass and ceramic surfaces up to 5 days and wood up to 4 days
- CDC recently issued guidance that surface transmission of the virus “is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.”
- You may choose to close the impacted building temporarily while you sanitize surfaces
- We do not believe, based on CDC guidance, that there is a need to “deep clean” your buildings or to close the buildings for the 14 day period used as a guide for self-quarantine.
- You are not required to notify the local Board of Health. They would have been notified when the person tested positive for COVID-19 and would have started contact tracing.

Keep in mind that this guidance would only be a starting point if someone in your office is diagnosed with COVID-19 or shows symptoms and is sent for testing. Some additional guidance would be:

- Do not allow the individual to come to work
- Notify staff that an individual has reported symptoms and is undergoing a COVID-19 test
- Close the office until the results of the test are known
- While the office is closed, fully sanitize the offices
- If the result of the test is positive, direct all staff who had contact with the individual to self-quarantine for a total of 14 days. Notify your community that there has been a positive test and that anyone who visited the office 3 days prior to the individual showing symptoms could have been exposed

Bingo

Several locations have asked if they can resume Bingo. Although the State has allowed banquet halls to reopen for events up to 300 people, provided that social distancing is followed, for all other gatherings (with the exception of religious activities), there is still a 10 person limit on the number of people allowed at other gatherings. Until this limit is increased, Bingo cannot be resumed. Our recommendation is that you develop a full plan that outlines how you will resume, when it’s allowed, and maintain the State directives that are in place, including social distancing, the wearing of masks by all individuals in the building (although not mandatory, it is very important for the safety of all that we require this), and sanitizing all areas before and after you hold the event. Of particular importance will be:

- how you safely sell instant Bingo tickets given the usual process that brings individuals into close contact;
- whether you resume offering food; and
- if you do how you will comply with the safety requirements.

As a starting point for developing your plan, I have attached a re-opening plan issued in Texas when they re-opened Bingo.

Festivals

The question has been raised as to whether Festivals planned for the Summer and Fall will be allowed. The simple answer, at this time, is that we just don't know. It is clear that the Board for the State Fair has concluded that they cannot design a protocol that would allow the State Fair to be held in a safe manner and has cancelled this year's Fair. We also continue to be held to a limit of 10 people for any gathering, which would apply to Festivals, due to this being a "public gathering". Until that limit is increased (currently due to expire July 1, 2020), it would not be possible to hold a Festival as we have in the past. At this point we are recommending that if you still feel you might hold your festival, you need to do several things:

1. Select a cut-off date where a decision must be made and if the 10 person limit is still in place, or a limit that would make it unworkable to hold your festival is in place, then you know when you must decide to cancel
2. You develop a protocol that addresses all of the State and Federal requirements, including crowd limits, wearing of face coverings (although not mandatory, it is prudent to require all in attendance to wear face coverings), how to sanitize rides, inflatables, etc. in between use, requirements for serving food (they are extensive), etc.
3. Add language to any vendor contract, whether for rides, tents or entertainment, the ability to cancel without cost and that identifies the risk of COVID-19 and have the vendor provide indemnity to us on their behalf and on behalf of any individuals using their service/ride for such risk.

My belief is that when you work through developing a protocol, that you may find, like the Board for the State Fair, that it would be more reasonable to cancel your Festival for this year.

Banquets

Governor DeWine has allowed Banquet Halls to open for groups up to 300 for events like wedding receptions. This limit is expanded provided that rules around social distancing are followed.

- Add language to the contract with the renter that lists the appropriate rules and puts responsibility for following the rules by all guests on the renter. This includes how bar and food service will be handled and requirement that liquor can be served provided all guests consume the alcohol while seated
- Add language to the contract with the renter that identifies the risk of COVID-19 and has the renter provide indemnity to us on their behalf and on behalf of any attendees for such risk
- Add language that if food is served, it must be table service
- if a caterer is being used, we have a provision that needs added to their contract related to following CDC and State guidelines for food service

Use of facilities by Parish and School Groups

Many groups within the parish and school have asked to resume their gatherings/meetings/activities using our facilities. It is prudent that we proceed cautiously in allowing these activities to resume. It is essential that you evaluate individually all of these requests based on the kind of activity and whether it is reasonable that you can adhere to the CDC and State guidelines, including limits on gatherings, social distancing, disinfecting, etc. If you believe that you can most likely meet the guidelines, then at a minimum you should create a plan on how the group will adhere to State and CDC guidelines, including

social distancing, disinfection of the area they use, limit on number of participants, etc. This plan should then be shared with all members of the group.

Keep in mind that as you evaluate the group's activities, pay particular attention to those groups whose activities would have the highest risk of spreading the virus. This would include groups that require singing (i.e. choir, certain types of prayer groups, etc.). One of the earliest reported group spread was at a choir practice. It would be best at this time to not approve these groups resuming their activities.

Also keep in mind that sports activities inside of our facilities should, at this time, not be allowed. The difficulty with following the guidelines of social distancing and sanitization make it impractical to allow them to resume.

We have received inquiries about use of the facilities for events like funeral luncheons, KofC dinners, Women's group and Senior group luncheons. The State guidelines that are most applicable to this would be those for banquets. They require that tables be 6 foot apart, employees wear masks, and congregating is not allowed. These restrictions, by their nature, would also not allow for food to be served buffet style due to exposure of the buffet area to multiple guests, most not wearing masks. Although it has not been shown that COVID can be transmitted through food, it certainly can through tables and serving utensils. So at this point, you should not allow these kinds of events in your facilities.

Use of facilities by Outside Groups

Many outside groups have also asked to resume their gatherings/meetings/activities using our facilities. It is prudent that we proceed cautiously in allowing these activities to resume. It is essential that you evaluate individually all of these requests based on the kind of activity and whether it is reasonable that they can adhere to the CDC and State guidelines, including limits on gatherings, social distancing, disinfecting, etc. If you believe they can most likely meet the guidelines, then at a minimum you should request that they:

- submit a plan on how the group will adhere to State and CDC guidelines, including social distancing, disinfection of the area they use, limit on number of participants, etc.
- require that the group or its participants as appropriate, sign our COVID-19 Indemnity Form or you may add the appropriate language to your standard rental agreement and have them sign

Only after you have reviewed their plan and determined that it follows all State and CDC guidelines, should you agree to allow the group to use our facilities.

Keep in mind that sports activities inside of our facilities should, at this time, not be allowed. The difficulty with following the guidelines of social distancing and sanitization make it impractical to allow them to resume.

Also, in evaluating outside groups using our facilities, we ask that you make all allowances possible for groups that serve the public good. For example, Alcoholics Anonymous and similar 12-step programs are significant to society and if possible, you should allow these groups to resume using your facilities.

Use of COVID-19 Waiver Form

In order to provide protection against liability issues which may result from an individual who is diagnosed with COVID-19 after being on our property, we have worked with our insurance carrier and

in-house General Counsel, to develop a waiver form specific to COVID-19 (attached). This requires the individual, as well as parents/guardians of minor children participating in activities at a Parish or school, that although we have worked to create an environment that is in compliance with State and Federal guidance, they are still at risk due to their voluntary participation and that they solely accept the risk of such participation and absolve the Diocese of liability in that regard.

As noted above, you should use this form with any outside group or similar language in any rental agreement signed by an outside group.

You should also use this form whenever you hold Parish activities where it would be difficult to assure social distancing. This could include, for example, summer camps, sports camps and conditioning, Religious Education and Youth Ministry events, or if you begin to allow the use of your gym for open gym.

Should you have questions, please contact Tom Prunte, General Counsel, for guidance **with respect to the Waiver form or any related issues.**

Employee Compensation post May 31

In our April 24, 2020 e-mail to Priests, Principals and Financial Staff, we directed that all employees would be paid for normally scheduled hours through May 31. With the Paycheck Protection Program loans, we offered two scenarios – those who received a loan and those that did not – for paying employees after May 31, 2020.

For those who **did not** receive a Paycheck Protection Program Loan

1. The grant program of the Diocese will remain in place through the end of the applicable contract to support pay and benefits for contract employees (teachers and administrators).
2. Please remember that those employees that would not normally be paid (i.e. hourly employees of the school that would not normally work during the summer) are not to be paid.
3. After May 31, for non-contract employees, the intent would be to compensate employees only for hours actually worked. Keep in mind that for non-exempt employees, this would be based on a submitted time document. For exempt employees, the Fair Labor Standards Act requires a full day pay if the employee works any portion of the day. For those without sufficient work for an entire day, you will have to monitor what days they work and what days they do not.
4. Each Parish and School must make a decision on how long they can continue to pay employees and keep them on benefits. This will be based on doing a cash flow analysis based on what you are receiving through offertory/tuition, what reserves you have, and what you anticipate spending. It is crucial that you retain a minimal amount of reserves until we know the true end date for COVID-19. I would highly encourage you to engage a member of your Finance Council to create this cash flow. Regrettably this may lead to the decision that employees need to be laid off/furloughed.

For those who **did** receive a Payroll Protection Program Loan

1. All employees are to be paid for their regularly scheduled hours through the 8 weeks of the forgiveness spending period or until you have used all PPP money. Keep in mind that it is up to you to evaluate how best to make sure you use as much of the loan as possible. This may require you to evaluate and adjust pay dates for both payroll and utilities, depending on the choice of an 8 week or 24 week Covered Period.
2. The grant program of the Diocese will remain in place through the end of the applicable contract to support pay and benefits for contract employees (teachers and administrators) for use once the 8 week PPP forgiveness period ends or until you have used all of the PPP money.
3. Beginning June 1, those employees that would not normally be paid (i.e. hourly employees of the school that would not normally work during the summer) are not to be paid. Although you have funds available through the PPP loan, our goal is to keep employee's whole, not to pay them more than they normally would be paid.
4. After the 8 weeks of the forgiveness spending period, or after all of the PPP funds have been used, for non-contract employees, the intent would be to compensate employees only for hours actually worked. Keep in mind that for non-exempt employees, this would be based on a submitted time document. For exempt employees, the Fair Labor Standards Act requires a full day pay if the employee works any portion of the day. For those without sufficient work for an entire day, you will have to monitor what days they work and what days they do not.
5. Each Parish and School must make a decision on how long they can continue to pay employees and keep them on benefits, once the PPP forgiveness period is over. This will be based on doing

a cash flow analysis based on what you are receiving in through offertory/tuition, what reserves you have, and what you anticipate spending. It is crucial that you retain a minimal amount of reserves until we know the true end date for COVID-19. I would highly encourage you to engage a member of your Finance Council to create this cash flow. Regrettably this may lead to the decision that employees need to be laid off/furloughed.

Exceptions

There are two exceptions that you may be called upon to address.

1. Employee cannot come on-site to work or they cannot work a full day from home due to “care for a child whose school or child care facility has been closed due to COVID-19”.

The Families First Coronavirus Response Act (FFCRA), allows up to 12 weeks of partially compensated FMLA leave in these cases. **This would ONLY apply to parishes without a school.** Under those circumstances, the employee must request the Extended Leave. I would then ask that you contact Dominic Prunte, Diocesan Director of Human Resources, to understand the paperwork and tracking required for this benefit.

For parishes with a school, stand-alone schools, and Diocesan offices, you are not subject to the Extended Leave provision of the FFCRA.

- You may choose to continue paying the employee for normally scheduled hours. You are highly encouraged to discuss with the employee the need to find alternative childcare and that the payment of compensation can be ended at any time.
 - You may choose to only pay the employee for actual hours worked. For non-exempt employees, the employee would be required to report their time on a timesheet. For exempt employees, the FLSA requires payment for a full day if any work time occurs on that day. You should require that the employee report each day to their supervisor, the amount of time worked and if zero, they would not be paid. Again, you would need to encourage the employee to find alternative childcare and notify them that the payment of compensation can be ended at any time
 - You may choose to furlough, lay-off or terminate the individual due to inability to work.
2. The employee states that they do not feel safe returning to work and the work they do cannot be done from home. This feeling can occur due to them being in a high-risk category or because they are unsure of the safety of the workplace.
 - You may choose to continue paying the employee for normally scheduled hours.
 - You may choose to only pay the employee for actual hours worked. For non-exempt employees, the employee would be required to report their time on a timesheet. For exempt employees, the FLSA requires payment for a full day if any work time occurs on that day. You should require that the employee report each day to their supervisor, the amount of time worked and if zero, they would not be paid.
 - You may choose to furlough, lay-off or terminate the individual due to inability to work

At the current time, there is nothing in the law that would require you to continue employing this individual. But we must be compassionate, given the circumstances we are in. If this situation arises, we would recommend the following process:

- You should hold a discussion with the person to understand their thoughts and feelings. During the discussion, work to allay the concerns by making sure the employee has all of the facts as to what steps you have taken to comply with CDC and State guidelines.
- You should include a second employee in the discussion. If you do not have another employee to participate, please contact Dominic Prunte and he can join you.
- Following the discussion, please review the information with Dominic and he can advise you on possible steps you can take.

3. Definitions of Furlough Versus Laying Off Staff

Furloughed Employees: Furloughed employees are employees that you anticipate returning to their position in the next 2-3 months. You would not pay them but not terminate either. During the furlough period, you would maintain the employee's benefits (medical, dental, vision, short term and long term disability, voluntary life, voluntary Roth 403(b), and group life). You will not be able to continue FSA, DCA, or 403(b) due to these are pre-tax only benefits. The parish would be responsible for collecting premiums from the employee on the eligible benefits that are continued.

Laying Off Employees: Laying off employees are employees who you are actually terminating and who you do not anticipate returning to their position. You will need to complete the standard Separation of Employment form and return it to the Insurance Office. The employee's benefits will be terminated on the last day of the month they are being laid off. You are not required to offer a severance package to these employees, but may consider offering a minimal severance based on length of employee service.

Novel Coronavirus Acknowledgement & Waiver

I agree, represent and warrant that neither the undersigned, nor any registered participant child(ren) shall visit or participate in the activities of the _____ at any parish within 14 days after (1) returning from outside the United States, (2) exposure to any person returning from outside the United States, or (3) exposure to any person who has a suspected or confirmed case of COVID-19; OR if he or she (1) experiences symptoms of COVID-19, including without limitation, fever, cough or shortness of breath, or (2) has a suspected or diagnosed/confirmed case of COVID-19. The undersigned agrees to notify _____ (or their immediate assistant) immediately if any of the foregoing access/use restrictions may apply.

The _____ (defined as any _____ summer activities, including baseball), and the participating diocesan _____ have or may put in place preventative measures to reduce the spread of COVID-19. I agree to comply with measures that may be required to best protect against the introduction of viruses at the parishes, including, but not limited to hygiene practices and temperature screening, completion of a daily screening form, social distancing, and the use of personal protective equipment such as masks and/or gloves. However, the _____, or its participating parishes cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the _____ may or may not increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I could possibly be exposed to or infected by COVID-19, by participating in the _____, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Summer Program at parishes may result from the actions, omissions, or negligence of myself and others, including but not limited to, employees and volunteers of the _____, or participating parishes, in addition to other program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself, including but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at _____. On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge and hold harmless Bishop Robert Brennan, the Diocese of Columbus, the _____, all participating Catholic diocesan parishes, schools and their employees, volunteers, agents, and representatives of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of any of the foregoing persons or entities, its employees, volunteers, agents, and representatives, whether a COVID-19 infection occurs before, during or after participation in any _____ or activity.

Signature

Date

Parent Name Printed

Child(ren) Name(s)

From TexasBingo.com. Last updated: May 18, 2020

The State of Texas has allowed Bingo to reopen effective May 18, 2020. One note is that they are limited to 25% of the listed capacity for the facility. The following is an example protocol pulled from TexasBingo.com

In addition, the following customer guidelines are in effect until further notice. We ask that you thoroughly review the list and have complete understanding of our new procedures. We kindly ask ALL PLAYERS to be patient and kind towards your friendly team of bingo workers and fellow players at the Texas BingoPlex Fort Worth and Texas Bingo Haltom City. So much has changed and we all need time to adjust. To remain open and continue enjoying our beloved game of bingo it is of utmost importance that every player put their best foot forward and do their part.

★ Self-screen before visiting our hall. Any player displaying any of these symptoms while in the hall and playing bingo, will be politely asked to leave. Please stay home if you have any of the following symptoms.

Cough
Shortness of breath or difficulty breathing
Chills
Repeated shaking with chills
Muscle pain
Headache
Sore throat
Loss of taste or smell
Diarrhea

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
Known close contact with a person who is lab confirmed to have COVID-19

★ All players must be 18+ years to enter the hall. Children are not permitted.

★ Immediately wash or disinfect hands upon entering the bingo hall. A worker will be greeting you at the front entrance door upon entering and have hand sanitizer available for your convenience.

★ We will have social distancing markers immediately upon entering the hall. Please follow these social distancing markers. We will not tolerate cutting ahead in lines or NOT maintaining a 6-foot separation when waiting to purchase your bingo products.

★ All players must purchase their own bingo products unless they are purchasing for a handicap individual.

★ All players are required to have their own handheld computer receipt in their possession at all times.

★ Every person seated in the hall must be playing bingo.

★ Do your best to maintain at least 6 feet separation from other players at all times within the hall.

★ Always place your money on the counter or table to complete a purchase. Cashiers and floor workers will not be exchanging money directly through hand-to-hand contact.

★ Cashiers and floor workers will only be accepting dry currency. Money which appears “sweaty” and wet will not be accepted.

★ Wash or disinfect your hands after any payment process with the cashier and/or floor workers.

★ Wash or disinfect your hands upon any interaction with employees, other customer or items in the hall.

★ Wash or disinfect your hands before leaving the restroom.

★ We encourage all players to consider wearing face masks or cloth face covers over the nose and mouth when within 6 feet of another person. However, this is not mandatory.

★ Players from within the same household may sit together. Otherwise, the 6 feet social distancing guidelines must be adhered to.

★ Have patience and treat fellow players and our employees with courtesy and respect at all times.

Again, to remain open and ensure we are all safe, players will be required to follow these guidelines to the best of their ability. If a player is having difficulty adhering to these guidelines or becomes disrespectful and rude towards anyone in the hall, they will be asked to leave and further review our guidelines. Once clearly understood, a customer is welcome to return and play with us.

Please note that these guidelines are subject to change based on State and Local guideline changes and always in an effort to improve our systems and procedures. Again, please be patient with us and your fellow players as we work to serve you better and always strive to be the best bingo in Texas.

The only other area I could find that was not covered is food service. Many rules around re-opening food service, including social distancing, use of disposable utensils, no shared condiments, etc. You may consider not reopening food service yet and simply letting your players know that they will need to bring their own food.