

From the Archdiocese of Milwaukee to our employees:

The COVID-19 pandemic has presented each of us with unique challenges. While COVID-19 has changed how we work with each other, it has not changed our commitment to each employee in providing a safe work environment.

In order to prepare you for the return to work, I am sharing some of the changes that will be in place. Each employee is required to adhere to our protocols. To date, important changes include:

- Before beginning work, each employee must receive and sign off on training on social distancing, COVID-19 signs and symptoms, isolation protocols, and our preventative measures. (This training will be given at SFdS by Dr. Greenberg).
- Each employee must complete a self-screening questionnaire at home prior to returning to work each day.¹ If you answer “yes” to any question, do not report to work. Contact your supervisor immediately.
- Each employee needs to check his/her temperature prior to coming to work each day. An employee with a fever over 100.4 degrees F, will be asked follow the self-quarantine protocol.²
- Employees who are sick need to stay home.
- Employees are to maintain social distancing requirements of at least 6 feet, whenever feasible.
- Our work areas have been completely cleaned and disinfected. Each employee is required to maintain this cleanliness by continuously cleaning and disinfecting the respective work area, the copier (if used) and break/lunch space used prior to and after each break/lunch. Cleaning supplies will be in each area.
- Sharing desks, phone, and other office tools are highly discouraged.
- Social distancing and cloth face masks will be required when in the same work area and/or public settings. We have masks, but all employees are also invited to bring their own.
- Employees are asked to stagger break and lunch times.
- The number of visitors on site will be limited. Think twice before inviting guests. In addition, there will be no food deliveries until further notice.
- Signs of peace encouraged. Physical contact such as handshakes and hugs are highly discouraged.

- We will have posters on doors and throughout our building to remind you of important practices.³

We have an incredible group of people who minister with professionalism and compassion. As we continue to navigate this changing work environment, please continue to be patient, supportive of one another, and treat each other with respect. At the end of the day, know that what matters most is people.

If you have any questions please reach out to me.

Blessings,
Father Ray & Terry Maus

NOTE: Employers - Visit www.dhs.wisconsin.gov/covid-19 or www.wedc.org/reopen-guidelines for the latest information, resources, and guidelines related to Wisconsin's response to this health emergency.

1 – Questions must be limited to COVID-19 symptoms. Per the WI Department of Health Services, the symptoms or combination of symptoms include: cough, shortness of breath, or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

NOTE: Not everyone with COVID-19 has all of these symptoms. For many, symptoms are mild, with no fever. Some people may also experience fatigue, vomiting or diarrhea. It is important to know that an individual can still spread (transmit) the virus to others with mild or no symptoms.

2 – Employer can take temperatures. If considering this, temperature guidance can be found at the link: <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html> under the question “Should we be screening employees for COVID-19 symptoms (such as temperature checks)? What is the best way to do that? There are many considerations regarding privacy, PPE, minimizing the screen’s distancing, etc. Be aware of all the different facets.

While testing and monitoring of COVID-19 is permissible right now, such testing could be restricted in the future.

3 - U.S. Centers for Disease Control and Prevention (CDC) has print resources available. <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>