Parish Employees
WORKPLACE GUIDELINES
July 28, 2021

The parish employee guidelines are below and replace employment and operational guidelines from the discontinued Emergency Preparedness Instruction Manual and Infectious Disease and Response Plan.

Employee and Visitor Screening
- Temperature taking for staff and visitors upon entry into the parish ceases. A modified screening sign will be posted at the entrance until further notice. A sample sign will be placed on the Extranet under “Latest Diocesan COVID-19 Guidelines”.

Masks – Indoors and Outdoors
- The parish will follow Virginia Department of Health guidelines linked VDH.
  - Fully-vaccinated individuals do not need to wear a mask indoors or outdoors.
  - Those who are unvaccinated or not fully-vaccinated should wear masks.
  - Any person not wearing a mask shall not be required to produce documentation that they are vaccinated or that they have an underlying medical condition.

Social Distancing and Capacity Limits
- Preventive social distancing measures may cease. Temporary occupancy rates for the lunchroom, reception area, and meeting rooms are lifted and blue tape removed from any tables and floors.

Cleaning and Disinfecting
- Enhanced cleaning will follow CDC guidelines regarding the frequency of cleaning, the link is here.
  - Hand sanitizers should be available throughout the buildings.

Food Preparation and Delivery
- The handling and delivery of food returns to pre-COVID-19 practices.

Sick Room
- The designated sick room ceases to be required.
Transportation / Carpooling
• With the lifting of social distance restrictions carpooling is permitted for employees. Employees should exercise care and consideration to accommodate fully vaccinated and unvaccinated individuals.

Reporting of COVID-19 Close Contact and Positive Cases and COVID-19 Resources
• Employees should continue to notify the Diocese of Richmond should there be close contact or a positive COVID-19 case. Reports should be made through the Diocesan Employee Extranet, under “Report a COVID-19 Case”.