



## DIOCESE OF SACRAMENTO

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### LAY PERSONNEL

January 24, 2022

To: Pastors, Parochial Administrators, Parish Stewards, Agency Directors, Office Managers, and School Principals

FR: Anna Schiele

RE: **Reminder of COVID-19 Safety Measures**

With an increase in COVID-19 infection rates in California, we felt it would be helpful to provide a reminder of the COVID-19 Safety Measures currently in effect in accordance with Cal OSHA Emergency Temporary Standards.

#### **Use of Masks**

1. Face coverings shall we worn, regardless of vaccination status, over the mouth and nose, in all indoor public settings. The exceptions are:
  - a. Persons younger than two years old.
  - b. Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
  - c. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
  - d. Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
2. Employer must have a supply N95 mask available on hand to provide to employees upon request.
3. No face covering is required outdoors, regardless of vaccination status.

#### **International Travel**

1. All employees will need to quarantine after international travel according to the following guidance (Note: Please check the CDC website prior to international travel to ensure no restrictions apply):
  - a. The employee has taken a COVID test 3-5 days after returning to California and has written proof of a negative COVID test **and**
  - b. The employee has completed a 7-day quarantine in California **and**
  - c. The employee is free of any COVID symptoms

## Screening and Quarantine

### i. Self-Screening Measures

- a. Please ensure you refrain from reporting to work on-site if you are not feeling well or are experiencing COVID symptoms.
- b. During the workday, if an employee begins to feel ill and exhibit any of the symptoms of the virus, especially a fever, a changing cough, or difficulty breathing, the employee should leave work immediately while wearing a face covering until they have exited the premises. After leaving the building, the employee is to immediately contact Lay Personnel to notify them that they are feeling ill and have left the building to ensure the safety of others. Lay Personnel will then notify the appropriate supervisor.
- c. The employee is expected to be in regular communication with Lay Personnel regarding the status of their condition. Further direction will be provided to the employee based upon their condition (such as the ability to work remotely, return to work date, etc.), the employee is expected to follow the direction provided including the required check-in's with Lay Personnel or their supervisor.

### ii. Quarantine Protocol

#### a. Employee COVID **Positive** (Regardless of Vaccination Status)

- i. The employee will be asked to provide a list of the people in the building that they have had physical contact with 72 hours before the onset of symptoms.
- ii. To return to work the employee must meet the following criteria:
  1. At least 5 days have passed since symptom onset and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and other symptoms have improved, **AND ONE OF THE FOLLOWING**
  2. They have a negative test for SARS-CoV-2 that has been collected on day 5 or later, **OR**
  3. A healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma), **OR**
  4. A healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcalpharyngitis, Coxsackie virus).
- iii. If an employee does not have a negative test for SARS-CoV-2 on day 5 or later, then the employee must remain in isolation until 10 full calendar days have passed since symptom onset. The same would apply for an employee refusing to be tested on day 5 or later.
- iv. The employee must wear a mask **at all times** for an additional **5 days** following the return to work.

**Note:** The date of exposure is day "0". Day "1" is the first full day after the day of exposure.

#### Exposed Employee **Fully Vaccinated (Vaccine or Booster received within the last 6 months)**

- i. Employees who have potentially been exposed to the virus will be immediately informed.

- ii. Employees who are fully vaccinated and are current on all boosters, will not be required to self-quarantine unless the employee is experiencing symptoms.
  - 1. The exposed employee must wear a mask **at all times** for 10 days following the exposure.
  - 2. The exposed employee must obtain a SARS-CoV-2 test 5 days after being exposed.

**Note:** The date of exposure is day “0”. Day “1” is the first full day after the day of exposure.

**b. Exposed Employee Unvaccinated or Vaccinated Without Booster (When Booster Eligible)**

- i. Employees who have potentially been exposed to the virus will be immediately informed.
- ii. All unvaccinated employees who have been exposed will be asked to self-quarantine for a minimum of 5 full calendar days.
  - 1. The self-quarantine period may end after 5 full calendar days if the employee has been fever-free for 24 hours without the use of fever reducing medicine and other symptoms are improving, **AND**
  - 2. The exposed employee has tested negative for SARS-CoV-2, 5 days after being exposed.
- iii. If an employee does not have a negative test for SARS-CoV-2 on day 5 or later, then the employee must remain in isolation until 10 full calendar days have passed since the exposure occurred. The same would apply for an employee refusing to be tested on day 5 or later.
- iv. The exposed employee must wear a mask **at all times** for the 10 days following the exposure.

**Note:** The date of exposure is day “0”. Day “1” is the first full day after the day of exposure.

v. Pay During Quarantine

**a. Exposure or Contracted COVID OUTSIDE of the Workplace**

- i. If the employee must quarantine due to an exposure or from contracting COVID outside of work and during their personal time, then the employee may either use their accrued sick or vacation hours to cover their missed time. Please note the employee will need to request the use of their sick or vacation hours via the PT501 Form.

**b. Exposure or Contracted COVID INSIDE the Workplace**

- i. If the employee must quarantine due to an exposure or from contracting COVID during the course of the duties for work, then the employer has the obligation to compensate the employee for their missed hours. The employer may compensate the employee in one of the following methods:
  - 1. Use of the employee’s available sick time. The employer may require the employee to use any of their available sick time in excess to the mandated 24 hours of sick time provided annually. If the employee does not have an excess of sick time available beyond the 24 hours then the employer will need to pay the employee for their missed

hours coded as straight time. The employer should make a note on the timesheet that the hours are being provided due to the required COVID quarantine. Please refer to the examples provided below:

- a. **Example #1:** John has contracted COVID during the course of his duties. He will miss a total of 7 days of work. He works 8 hours a day. He will need 56 hours to make him whole for the time he has missed. He has a balance of 90 hours of sick time available to use.

90 Hrs Available Sick – 24 Hrs Required Sick = 66 Hrs of Sick Eligible for Quarantine Use.

***Since the 66 hours of sick eligible for quarantine use covers the 56 hours missing, the employer will not need to absorb any additional cost.***

- b. **Example #2:** John has contracted COVID during the course of his duties. He will miss a total of 7 days of work. He works 8 hours a day. He will need 56 hours to make him whole for the time he has missed. He has a balance of 75 hours of sick time available to use.

75 Hrs Available Sick – 24 Hrs Required Sick = 51 Hrs of Sick Eligible for Quarantine Use.

51 Hrs Sick Eligible – 56 Hrs of Missed Work = -5 Hrs of Sick Total of 5 hours short of sick time.

***Since the 51 hours of sick eligible for quarantine does not cover the 56 hours missing, the employer will need to absorb the additional cost. The employer will need to pay the employee 51 hours of sick and 5 hours of straight time. The employer should make a note on the timesheet that the 5 hours paid to the employee are due to quarantine.***

2. Employer absorbed cost. If an employee does not have any available sick hours to use or does not have sick hours in excess of the required 24 sick hours, then the employer will need to pay the employee for their missed hours coded as straight time. Please refer to the examples provided below:

- a. **Example #1:** John has contracted COVID during the course of his duties. He will miss a total of 7 days of work. He works 8 hours a day. He will need 56 hours to make him whole for the time he has missed. He has no available balance of sick time available to use.

***Since the employee does not have any sick hours available to use, the employer will need to absorb the 56 hours of missed work. The employer will need to enter the 56 hours of straight onto the employee's timesheet. The employer should make a note on the timesheet that the 56 hours paid to the employee are due to quarantine.***

- b. **Example #2:** John has contracted COVID during the course of

his duties. He will miss a total of 7 days of work. He works 8 hours a day. He will need 56 hours to make him whole for the time he has missed. He has a balance of 20 hours of sick time available to use.

20 Hrs Available Sick – 24 Hrs Required Sick = No Sick Hours Eligible for Quarantine Use.

***Since the employee does not have enough sick hours to cover the mandated 24 hours of sick time, then none of the employee sick hours can be used towards the quarantine. The employer will need to absorb the 56 hours of missed work. The employer will need to enter the 56 hours of straight onto the employee's timesheet. The employer should make a note on the timesheet that the 56 hours paid to the employee are due to quarantine.***

3. The employee files a Workers Compensation Claim, is deemed disabled and provided with the loss of wages. (Note: This is more of a rare occurrence as the physician would need to deem the employee disabled due to COVID).
- vi. Pay for Required Testing
- a. If an employee is required to obtain a COVID test due to a workplace exposure or to return to work, then the employer must pay the employee for the time required to obtain the test. The employee must inform the supervisor of the time required to obtain the test, the employer will then need to enter the hours onto the employee's timesheet. The employer should make a note on the timesheet that the hours paid are due to obtaining a COVID test.

## **General**

1. No physical distancing or barriers between workers are required, regardless of employees' vaccination status in the workplace.
2. Infectious Disease Preparedness and Response Plan
  - a. Each employee at the time of hire should be provided with a copy of this plan.
  - b. A copy of this plan is to be kept in the IIPP Binder.
  - c. An updated version has been added to the Diocesan Website. Please be sure to use the most current draft. For your convenience we have provided the following link to access this document: <https://www.scd.org/sites/default/files/2022-01/Infectious%20Disease%20Preparedness%20and%20Response%20Plan%20v7%20-%20Final%201.22.pdf>
3. Occurrence Reporting with LWP (WC Provider)
  - a. Occurrence Reporting must be completed within 24 hours of being notified that an employee is positive with COVID-19.
  - b. For your convenience we have provided the following link to access this document: <https://www.scd.org/lay-personnel/coronavirus-covid-19>
4. Required Postings
  - a. Please ensure the notice regarding mask guidelines is posted at your entrances (notice regarding the mask guidelines is attached to this memo for your ease).

Your safety and the safety of all our employees is of the utmost importance to us. We appreciate your flexibility and support as we navigate through this challenging time. If you have any questions or concerns, please contact the Office of Lay Personnel at 916.733.0239.

**SE REQUIERE EL USO DE  
MASCARILLA O CUBREBOCAS**



**Independientemente del  
Estado de Vacunación**

**FACE MASK REQUIRED**



**Regardless of Vaccination Status**