



## DIOCESE OF SACRAMENTO

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### LAY PERSONNEL

March 13, 2023

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

FR: Anna Schiele

RE: **Updated COVID-19 Safety Measures**

Governor Gavin Newsom announced that the California COVID-19 State of Emergency has ended. As more information has been released from the California Department of Public Health and to align our practices, the following changes have been implemented to our safety protocols for employees:

#### **Use of Masks**

1. Face coverings will only be required in the following circumstances:
  - An outbreak has been reported, *OR*
  - While using employer-provided transportation, *OR*
  - CDPH has implemented a mask mandate.

**Note:** While face coverings are not required, they are highly encouraged.

2. Employer must supply an unvaccinated employee with a N95 mask upon request.
3. Employer must allow employees to wear face coverings if they voluntarily choose to do so, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

#### **International Travel**

1. All employees (regardless of vaccination status) will **ONLY** need to quarantine after international travel if the following apply:
  - a. The employee is feeling symptomatic **or**
  - b. The employee has been exposed to COVID

**Note:** All employees should proactively take a COVID test 3-5 days after returning to California in compliance with the CDC recommendation.

Please check the CDC website prior to international travel to ensure no additional restrictions apply.

#### **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., Streptococcal pharyngitis, 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.

- b. **Exposed Employee who is Asymptomatic (Regardless of Vaccination Status)**
  - i. Employees who have potentially been exposed to the virus will be immediately informed.
  - ii. Employees who have been exposed must test within 3-5 days.
    - 1. Employees who have been infected within the prior 90 days do not need to be tested unless symptoms develop.
  - iii. The exposed employee must wear a mask **at all times** for 10 days following the exposure.

- iv. If the employee develops symptoms, they must refer to the steps outlined below for symptomatic exposure.

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

**c. Exposed Employee who is Symptomatic (Regardless of Vaccination Status)**

- i. Employees who have potentially been exposed to the virus will be immediately informed.
- ii. Employees who are symptomatic must self-quarantine for a minimum of 5 full calendar days and test as soon as possible.
  - 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.
- v. For symptomatic employees who have tested positive within the prior 90 days, using an antigen test is preferred.

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

iii. Pay During Quarantine

**a. Accrued Sick or Vacation Hours**

- i. 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 or an electronic time off request in ADP.

iv. 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/2023-03/Infectious%20Disease%20Preparedness%20and%20Response%20Plan%20v8%20-%20Final%203.23.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>

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 ever evolving time. If you have any questions or concerns, please contact the Office of Lay Personnel at 916.733.0239.