



MEMORANDUM

MEMO TO: ALL PARISHES

MEMO FROM: MR. JIM LONG, CHANCELLOR (TEMPORAL AFFAIRS)

DATE: JANUARY 4TH, 2022

RE: COVID UPDATE

Happy New Year everyone. Premier Ford has announced that Ontario will be temporarily moving into Step Two of the Roadmap to Re-open with modifications effective January 5th at 12:01 a.m.

For the Parishes the main changes will be as follows:

- ☐ Employees are encouraged to work at home if possible and if their job functions allows it.
- ☐ If an employee's job does not allow them to work from home they are expected to work their regular work hours at the Parish.
- ☐ Those working in the office must follow all socially distancing guidelines. For those employees who are unvaccinated proof of a negative test is still required to come into work.
- ☐ Indoor gatherings are limited to five (5) people. The Diocese strongly recommends that all meetings be cancelled or held electronically until after we move out of Step 2.
- ☐ There was no changes to Religious Services.

Step 2 is expected to end on January 26th and employees are expected to be back in the office on January 27th.

DEALING WITH COVID AND COVID SYMPTOMS

If you or one of your Employees have come in contact with someone with COVID or are experiencing COVID symptoms the chart attached will be useful to help determine what the next step should be. Employees are still encouraged to take the self-assessment on the <https://covid-19.ontario.ca/self-assessment/> website. Unfortunately, the availability of rapid tests is limited at this time. Unless you are experiencing severe symptoms or part of a vulnerable group you will most likely not be able to receive a test through your Regional or City Public Health Unit. The Diocese can't provide any Parishes with Rapid Tests at this time.

VACCINATIONS AND THE DIOCESE SUPPORT OF VACCINATIONS

Employees are encouraged to be fully vaccinated and to receive their booster shot in order to protect themselves, their loved ones, work colleagues and Parishioners against serious illness from COVID-19. The Diocese will support Employees in receiving their Booster Shots. Reasonable arrangements will be made to allow for Staff to attend COVID-19 vaccination clinics during work time, without loss of compensation or the requirement to use sick time or vacation time. The maximum paid time allowed is three (3) hours.

Staff must have approval from their Managers in advance before attending a vaccination clinic during work time.

Staff can take one full day off immediately after their booster vaccination, if there are lingering side effects of the vaccination.

Thank you for your continued cooperation in these difficult times and should you have any questions please feel free to contact me.

Sincerely

A handwritten signature in blue ink, appearing to read 'J-Long'.

Jim Long
Chancellor (Temporal Affairs)
Diocese of Hamilton