

## **Diocesan Human Resources – Parish Resources**

The Diocesan Office of Human Resources provides the following guidance regarding office staffing, leave of absence, and communicating expectations during the Coronavirus Pandemic. If there are further questions or assistance needed, please contact Twila Roman by calling 605-988-3741 or via email at [troman@sfcatholic.org](mailto:troman@sfcatholic.org).

### **Evaluate your policies:**

Review your parish handbook/policies. Refer to the Handbook Template that we sent to you earlier in the year for diocesan practices. Determine the following:

What is your policy on paid time off? For full-time and part time employees.

What is your policy on leave of absence?

What is your policy on using paid leave at the same time an employee is using the allotted leave of absence time?

Depending upon your policies you may need alter what your message is.

### **Review parish needs:**

Review the long term needs of the parish. Are there projects that need to be done and have been put on a back burner for when you 'have time?' Now is a great time to get those done. Can you utilize staff that now have reduced work opportunities to accomplish those projects? This will help to keep your employees working. Working a reduced number of hours is better than no hours.

### **Review workplace hygiene:**

Review your cleaning processes for the offices, work spaces, church, etc. Provide supplies to allow for more frequent cleaning and allow and encourage your employees to clean their surfaces frequently throughout the day.

Require and enforce that all meetings with *more than 10 attendees* only be done via technology. That will minimize our personal contact and lessen the traffic within our facilities.

### **Communicate your expectations:**

Inform employees of your expectations. Here are examples of how to communicate that:

1. If you begin experiencing Influenza type or COVID 19 symptoms, please **DO NOT** come to the office. Stay home and take care of yourself. Just like any other time, you will use your sick leave or vacation leave to account for the hours you are gone and will be paid
2. If you have someone at home that is experiencing those same symptoms or who have come in contact with someone that has, please **DO NOT** come to the office. Stay home and care for your family. As most of us have heard, the time from exposure to symptoms could be anywhere from 2 to 14 days. Just like any other time, you will use your sick leave or vacation leave to account for hours you are gone and be paid for that time.
3. For those that have situations that may require them to be home, but are still able to work, please know that during these unprecedented times, we are committed to allowing as much flexibility as we reasonably can. Because we do not know the length of time that we may need to allow this flexibility, we will have to stay in communication as the situation develops.

### **Financial Ramifications:**

Late Wednesday night, President Trump passed The Families First Coronavirus Response Act. There are a lot of pieces to the Act, but probably the most talked about is the potential income protection for employees if they become unable to work for reasons specified in the new law. As you can imagine, human resources and legal experts are working quickly to provide direction on how to properly implement the law's requirements. Please have confidence that I am monitoring the development of this. You will be hearing from me next week as to how it affects employees of the Parishes.

### **Benefit Ramifications:**

Diocesan Health Insurance Plans:

All members will have access to virtual health care visits with no cost share for the next 90 days. We strongly encourage the use of the telemedicine options that are offered, such as Doctor on Demand ([www.doctorondemand.com](http://www.doctorondemand.com)) or Telehealth offered through your physician. They are the safest and most economical for everyone.

There is no cost to our members for the COVID 19 testing. Depending upon which plan you are enrolled in there may still be an office charge that would be your personal responsibility.

CVS Caremark statement:

The spread of the new coronavirus (COVID-19) continues to make headlines and cause plan members uncertainty and anxiety. Under the circumstances, refilling medications is a wise precaution. We want to help you ensure your members have access to needed medications, including in emergency situations. CVS Health is taking steps to care for your plan members and help them stay adherent during this outbreak.

We are allowing early refills on 30-day prescriptions for maintenance medications at any in-network pharmacy. Relaxing refill-too-soon limitations allows members to obtain maintenance medication prescriptions ahead of their normal fill schedule.

We encourage you to use the plan features that are already in place in your ability to get 90 supply of medications on long term maintenance medications.