



18 March 2020

COVID – 19 HR update 2

Reverend Fathers and Colleagues in Christ,

In the March 13 Human Resources update, we mentioned thinking about how we may be able to adapt our workspace to continue to provide a safe and healthy work environment. We encourage you to speak with your supervisor or pastor about how you might be able to work remotely on a temporary basis or to adopt flexible work times to reduce contact with others. Note that with any safeguards we put into place we still need to be available to answer questions to the faithful who are reaching out for guidance.

As not all of us have the option to work remotely, you can employ social distancing measures to help to reduce the risk of infection. These include:

- Working no closer than 2 meters away from a colleague
- No handshaking
- Limiting in person meeting times

Having some staff working remotely also helps to reduce the chance of infection for those working in the office. At the Pastoral and Administration Offices, we have increased our cleaning schedule on frequently touched surfaces such as hand rails and door knobs.

We remind employees who are required to self-isolate that you do not need to provide a medical note and your time off will be paid. You may need to remain at home due to reduced work hours, to care for young children, or because of a pre-existing condition. In such cases, if you cannot work remotely due to the nature of your position, this time is also paid on a case-by-case basis as determined by your supervisor and Human Resources.

In the case of any presumptive or confirmed case(s) directly impacting a member of the Archdiocese community, we will work under the direction of Alberta Health to respond appropriately. For the most up-to-date information about COVID-19 and the situation in Alberta, you can also visit the [Government of Canada](#) and [Alberta Health](#) websites.

As the COVID-19 pandemic continues to evolve, we will continue to support each other. We will work hard to address changes that come up and to help answer questions. If you have any employment-related questions, please contact Patrick Snoek, Manager of Human Resources, at 780-460-1010 ext. 2150 or Patrick.Snoek@caedm.ca.

God Bless,