RETURNING WORKERS TO OUR MINISTRIES

As offices and ministries reopen, we need to identify hazards relating to the COVID19 virus. This is also a good time to walk through your ministries and work spaces to look for ALL potential hazards.

Several documents/guidelines from Catholic Mutual have been posted on the Archdiocesan website (www.mobarch.org, under Resources, then Documents & Forms, then Risk Management) to assist you in deciding when and how workers can safely return to work.

When workers return you should:

- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use

Other questions to consider:

- What personal protective equipment is needed for the employees when they return to work at our offices and ministries? The ministries will need to provide necessary masks, gloves and/or cleaning supplies.
- Who will be responsible for sanitizing the buildings and work spaces?
- How will increased cleaning and decreased sharing of equipment and supplies be implemented?
- How will contact between employees and the public be minimized?
- How will access to buildings and work spaces be limited to comply with social distancing requirements?
- Should flexible scheduling be implemented in order to comply with social distancing?
- Will in person meetings and employee gatherings be eliminated or minimized?
- Carefully consider whether travel is necessary.
- Carefully consider whether in person meetings are necessary.
- Use videoconferencing or teleconferencing.
- If meetings are held, hold them in open, well ventilated areas.
- Engineering controls
    - Consider increasing ventilation rates, if possible.
    - Consider increasing the percentage of outdoor air that circulates in the system, if possible

Tips to support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors

- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.

What should you do if an employee tests positive for COVID19?

- Send employee home.
- Find out from employee any contact she had with coworkers or the public.
- Advise potential contacts that they may have been in contact with someone who tested positive for COVID19 <u>without</u> telling anyone the identity of the COVID19 positive person.
- Sanitize work area and surrounding work space.
- Alert the work force of a coworker (without identifying the worker) that a coworker has tested positive for COVID19.