

To: **ANO Administrative Offices Staff**
From: Office of Human Resources
Re: **Phase Two Re-Opening of ANO Offices following the Governor's STAY HOME Proclamation and Mayor Cantrell's City of New Orleans Open Safely protocols**
PHASE TWO ANO Offices Re-opening: *Effective Monday June 15, 2020*

Protocols for ANO Administrative Offices for Partial Re-opening, PHASE TWO:

Governor Jon Bel-Edwards implemented Phase TWO of the re-opening of Louisiana Businesses effective June 5th; Mayor Latoya Cantrell has moved the City of New Orleans to Phase TWO as of Saturday, June 13th.

Who does it affect?

Administrative Staff of the Archdiocese of New Orleans' Walmsley, Howard Avenue and outside Ministry locations.

Who will make determinations for your Office?

Supervisors will notify staff who may be requested to work on-site, and continue to provide a schedule so that *no more than 50% of your office's staff* are working on-site on any given day.

- Partially and Fully Furloughed Staff will continue to be furloughed as designated during Phase Two.
- Supervisors may alternate the schedules of those who will report to work on-site, on a rotation basis.
- *Staff who are considered high-risk either due to age or underlying medical conditions, should continue to be encouraged to work remotely as much as possible at this time.*
- Of course, staff can also continue to work from home remotely at this time.

What is required for you to access your work location during Phase Two?

Staff who are asked to report to work on-site should follow the CDC guidelines, conduct a [Daily Self-Assessment](#) and STAY HOME if not feeling well, exhibiting symptoms, or have had proximity with someone who is positive with the COVID-19 virus.

- ✓ [Mayor Cantrell's NOLAReady.gov Phase Two 'Safer at Home'](#) CDC [Stay Home when you're Sick](#) Poster
- ✓ [State of Louisiana Open Safely Phase Two for Offices](#) CDC [Covid-Poster, Quarantine vs. Isolation](#)
- ✓ [Covid-19 Daily Self-Assessment Checklist](#) CDC [Stop the Spread of Germs](#)

What Safety Protocols are required when on premises?

- 1) Wear a face mask that covers your nose and mouth, as you are approaching/entering the building, and while in any common areas where there are other people until you reach your office.
- 2) Use sanitizing wipes or other barriers [gloves/disposable paper towels] to open any doors to the building.
✓ *Due to the current shortage of these products, please bring the supplies you might need at this time.*
- 3) Masks will not be required while you are working in a private office with no others in near proximity.
- 4) Maintain Social-distancing of at least 6 ft. from other staff while in the building.
 - o *Supervisors, take special note to maintain this distancing in Cubicle areas of your office.*
- 5) Attempt to limit your use of common areas such as Kitchen, conference or training rooms, and or lavatories when others are present; no congregating in those areas.
- 6) Sanitize the area following your use of shared equipment, such as microwave, fridge, copy machines and/or common computer keyboards or telephones.
- 7) Wear a face mask when leaving your office area for the day, until you have safely exited the building and are out of proximity of others.

Outside Visitors?

During **Phase Two** of the Reopening, Visitors may be allowed in our Administrative Offices within the established protocols.

Building Facilities Services

Our contracted facilities services will continue to clean and service our offices as usual during this time.

Other helpful Resources

- VISIT our ["Staff Benefits Information Page"](#) with **Cornavirus Resource** area of our Arch-NO website.
 - [HR Downloads page](#) for CDC Guidelines on precautions to take if you have a sick family member, etc.

Further Recommendations?

Reference the [Centers for Disease Control](#) information for [Businesses and Workplaces](#) pages for more information.

✚ Thank you for your dedication to your Ministry!

"Do not let your hearts be troubled"... JN 14