



## DIOCESE OF SACRAMENTO

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### LAY PERSONNEL

September 24, 2020

Dear Co-Workers:

As has been widely reported, many countries in the world are experiencing high rates of COVID-19 infection, prompting travel warnings and restrictions by governmental authorities. In order to protect the diocesan workplace and employees from the potential for exposure following international travel, any Pastoral Center employee who plans to go out of the country for vacation must disclose to their supervisor the destination of their trip at the time that the Time Off Form is submitted. This requirement will remain in place until further notice.

Employees who then engage in International travel will be required to self-quarantine away from work for two weeks upon return to the United States. Any such employee does have the option to take a COVID test once back in the United States in order to potentially shorten this time period. Upon receipt of written proof of a negative COVID test result, the employee may return to work earlier than the two-week quarantine period.

When submitting a Time Off Form to a supervisor, employees should indicate whether they wish to engage in remote work during the post-travel quarantine period, or whether they wish to take additional vacation leave or unpaid leave during that period. It will be up to the supervisor's discretion as to whether additional leave will be permitted, or whether they can accommodate the employee's request to work remotely during the quarantine period.

Please feel free to contact me if you have any questions.

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