



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

December 9, 2020

To: Pastors, Parochial Administrators, Parish Stewards, Agency Directors, and Office Managers

FR: Anna Schiele

RE: **Reinstated Stay at Home Order**

The Sacramento County Public Health Officer has reinstated the Stay at Home Order effective Thursday, December 10th at 11:59pm. The following counties are affected by the Stay at Home Order: Alpine, Amador, Butte, Colusa, El Dorado, Nevada, Placer, Plumas, Sacramento, Sierra, Sutter, Yolo, and Yuba. **All sites must again close their offices for non-critical infrastructure, effective immediately.** We have provided the following information as a helpful reminder of the process of closing offices.

Step 1 – Determining Which Employees May Work On-site:

- Only essential employees such as a Bookkeeper, Office Manager, or other positions performing essential duties such as managing finances or processing payroll should be working on-site, as needed.
 - When working on-site the following Safety Protocols must be followed:
 - Office must remain closed for visitors/guest.
 - Office spacing must be compliant with the 6 feet of social distancing rule.
 - Employees must be provided with mask to use when in common areas.
 - Employees may need to be provided with other protective wear dependent upon the duties of their position; i.e. gloves, protective glasses, aprons, etc.
 - Employees must have available access to cleaning and disinfecting supplies to sanitize areas that are common areas or have high traffic.
 - Employees must have access to water and soap to frequently wash their hands.
 - Employees must have access to hand sanitizer to sanitize hands throughout the day.

Note: Vulnerable employee(s) should only be returned to work on-site if a doctor's clearance returning them to work has been provided.

Step 2 – Determining If Telework Is An Option:

- If an essential employee is unable to work on-site or if the employee is not deemed as an essential employee but you have work for them to perform remotely, then the employee may be allowed to telework.
 - **Telework is not required and is only implemented when determined feasible by the site and supervisor.**
- An employee teleworking **must** be provided with the Telework Policy attached.

Note: Non-exempt, hourly workers who are teleworking shall be paid for all hours worked. The employee must track their all hours worked with a paper timesheet or electronic timekeeping system. All hours that must be recorded are: start work, start of meal break, end of meal break and end work. Meal breaks should be taken no later than 5 hours after starting work; ten-minute rest breaks should be taken for every 4 hours worked. All wage and hour rules remain in effect, including rest and meal breaks, overtime, split shifts, reporting time pay and the like.

An exempt employee who performs any work during a week must be paid for the entire week, regardless of how many hours the employee has worked.

Step 3 – What To Do If An Employee Is Not Essential And Telework Is Not An Option:

- If an employee is not deemed essential or telework is not a feasible option, then the employee will not be able to work.
- The employee will not be paid during this period but may use their emergency paid sick leave (if they have hours remaining), normal sick hours, or vacation hours. In addition, the employee may be eligible to apply for Unemployment Benefits with the State of California.
 - Use of emergency paid sick leave, sick hours, or vacation hours will require the employee to submit a PT501 request form for their supervisors' approval. The supervisor will then need to provide the approved PT501 form to payroll for processing.
- Employees will still be allowed to maintain their benefits during this time but will be responsible for their portion of the premiums.

Please feel free to contact Lay Personnel with any questions or concerns at 916-733-0239.