



# Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street, Victoria BC V8X 2A1 – Tel: (250) 479-1331 – Fax: (250) 479-5423 – Web: rcdvictoria.org

## MEMO

**Date:** May 14, 2020  
**To:** Pastoral Centre Staff, Pastors, Parishes, and School Principals  
**From:** Cynthia Bouchard, Chancellor  
**Re:** Pastoral Centre “re-open” and new protocols

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The past two months have challenged us all to work through a “new normal” in the midst of a global pandemic. Closing the doors of our Pastoral Centre, Churches, and Schools was less complicated than re-opening. We have had many learning opportunities and have come to realize that a flexible schedule and working from home has provided the benefits of uninterrupted work time, reduced costs and travel. Of course, there have been numerous challenges and we have certainly missed our social gathering times.

Though some restrictions have been relaxed, we need to stay vigilant with infection prevention, modelling and monitoring good behaviour, and mandating strict protocols concerning cleaning and sanitization. As we plan a slow, gradual re-opening of the Pastoral Centre, we must respect the enhanced protocols mandated by the BC Government and WorkSafeBC while we continue to monitor and make adjustments as necessary.

**We encourage our staff to continue to work from home where possible. We will also continue to monitor our protocols and access the work environment on a weekly basis.**

The Pastoral Centre (PC) will re-open after Victoria Day on **Tuesday, May 19, 2020** with limited access by Teams (departments) as scheduled:

<b>Monday/Wednesday:</b>	<b>Chancery and Schools (Central Office)</b>
<b>Tuesday/Thursday:</b>	<b>Finance</b>
<b>As required (TBD):</b>	<b>Information Technology</b>
<b>Friday:</b>	<b>PC Staff access to the office, as required (and booked in advance)</b>

**The doors of the Pastoral Centre will remain locked and restricted public access (from 9 am – 3 pm) will need to be booked in advance.** Staff access to the Pastoral Centre beyond the designated working hours will continue to be booked on the calendar as per the usual process.

On behalf of our leadership team, we thank you for your all your efforts, your understanding, and your faithful dedication as we work through this phase together to keep each other safe and adjust to the “new normal”.

The list of **Protocols for Staff** follows.



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## **Working at the Pastoral Centre - Protocols to be followed during Covid-19:**

### **If you are sick, stay home and let your supervisor know**

- If you start to develop symptoms while in the building, let your supervisor know via email or phone and go home
- Practice self-care and routine daily screening; anyone with any symptoms must stay away from others and the office

### **Entering/leaving the building:**

- Use the designated entrance and exit (depending on office location front or back door)
- Maintain safe social distancing guidelines of six feet/two metres between people when entering and leaving the building and do not enter or leave the building in groups
- Utilize hand sanitizer upon entrance to the building (accessible at entrance doors)

### **Social Distancing:**

- Use safe social distancing guidelines of six feet/two metres between people and if you need to talk to someone in the building, make sure you stay six feet/two metres away or use your phone/zoom/Team meeting technology
- Staff are to be mindful of physical distancing while moving throughout the building
- Employees are not to share computers or office space
- In-person meetings are discouraged and meetings should continue via Zoom, Teams, etc.
- The boardroom will be utilized for in-house small staff meetings only, while maintaining social distancing. All other large meetings, including Finance Committee, School Board, etc. will continue via Zoom or other remote platforms.
- Once meetings in the boardroom have ended, disinfect any surfaces, handles, equipment, furniture, etc. that may have been used
- The boardroom should be booked in advance through the on-line staff boardroom calendar
- Deliveries from outside agencies, including mail delivery, should be conducted in a manner as to minimize contact and hands should be washed before & after accepting deliveries and handling mail
- Public access and physical contact is limited (no handshakes or hugs)

### **Daily Sanitizing Routines:**

- Cleaning supplies, including spray bottles, gloves, and paper towels will be provided
- Wipe down all high-frequency touch surfaces as needed; chair handles, keyboards, tools, countertops, work surfaces, switches, doorknobs, phones, pews, etc.
- Remember to sanitize as you go and complete one final sweep of your workspace before you leave for the day
- If you leave the facilities at any time during the day, follow the same guidelines as when you arrived

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## **Staff room and kitchen:**

- Avoid use of staff room if possible and eat in your office or outside (picnic table outside the boardroom)
- Wash your hands before you go into the staff room
- Lunches, coffee, etc. are to be kept in your own office, if possible
- Do not share food or drink
- A maximum of two people allowed in the staff room at any time maintaining a distance of six feet/two metres amongst each other
- Use disinfectant to clean any area or surface used
- When you are finished in the staff room, wash your hands before you go back to your office

## **Photocopies/Mail:**

- Disinfect the photocopier when finished using it
- Disinfect any shared surfaces or equipment used in the photocopy area such as staplers, hole punches, etc.
- Only **one** person at a time allowed in the photocopier area / mail area
- When finished at the photocopier / mail area, wash your hands before you go back to your office

## **Bathrooms:**

- Only one person at a time permitted in the washrooms
- Follow COVID-19 handwashing guidelines & wash your hands when you leave the bathroom

## **Custodial /Maintenance and Supplies Delivery:**

- Custodial staff and maintenance work will continue to be scheduled by Leslie
- Precautions must be taken to maintain safety and follow vendor protocols if in store purchasing is necessary
- Limited delivery of supplies will continue and the delivery person will maintain social distancing rules and should wear gloves
- Precautions must be taken to not contaminate one site to the next

**Remember the Golden Rules during COVID-19:** practice physical distancing (stay 2 metres apart); wash your hands often; stay at home if you don't feel well (no exceptions); increase cleaning; cough into your sleeve and/or wear a non-medical mask; make spaces safer; minimize non-essential travel and stay informed.

*“Do to others as you would have them do to you” (Matt 7:12, NRSVCE)*