

Staff meetings and travel will be modified according to the current step in progress for opening churches.

At Step 1 of Reopening the Churches:

The chancery remains closed to the public. No visitors. Chancery staff are encouraged to work from home when possible and conduct meetings online. Meetings should be held virtually.

Staff who need access to resources at the office may return to the office for a short a period as is needed. Directors and supervisors may choose to schedule their office area by staggering attendance by day or partial day (A.M. or P.M.) so that only one person is present in an office at a time, and no more than half of the staff is present within a suite at the same time. Staff will disinfect their workspace before leaving for the day. Staff meetings are held only in conference rooms or online. No access is provided to the dining room, kitchen, or chapel. Access to the south wing is prohibited.

Business travel restrictions remain in place requiring permission for any travel. All travel outside of the Diocese, and all non-essential travel within the Diocese, by clergy is suspended. All business travel by lay staff is also suspended. Travel within areas of increased COVID and/or influenza activity should be monitored and avoided.

At Step 2 of Reopening the Churches – changes from Step 1:

Meetings should continue to be held virtually. Office work parameters are unchanged from Step 1. In-person meetings may take place outdoors if safe distances and face protection are maintained. Indoor meetings of less than thirty minutes may be held if proper distancing and face protection are maintained.

Only visitors with appointments are permitted into the chancery. Staff who are meeting with visitors must screen them at the reception desk for symptoms of illness using the existing protocol. Face protection should be provided to visitors if they do not provide their own. Meetings with visitors are restricted to the first-floor conference room while keeping social distancing (up to five persons in the room at a time).

All non-essential travel outside of the Diocese by clergy is suspended. All non-essential business travel inside and outside of the Diocese by lay staff is suspended. Travel within areas of increased COVID and/or influenza activity should be monitored and avoided.

At Step 3 of Reopening the Churches - changes from Step 1 & 2:

Meetings should continue to be held virtually. In-person meetings may take place outdoors if safe distances are maintained. Indoor meetings and social functions of less than sixty minutes may be held if proper distancing and face protection are maintained.

Staff may meet with visitors only in conference rooms (5 rooms). Maintain the use of face protection when with visitors.

All non-essential business travel outside of the Diocese by clergy and lay staff is suspended. Travel within areas of increased COVID and/or influenza activity should be monitored and avoided. Follow public health guidance / protocols regarding travel.