

**IMMACULATE HEART OF MARY PARISH**  
**COVID-19 RETURN TO WORK ACKNOWLEDGMENT AND CERTIFICATION**

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Dear Employee/Volunteer,

Thank you for all your efforts to support our work and our mission as we have all had to adjust, and readjust, to working through the pandemic. As the governor gradually relaxes the stay-at-home order imposed as a result of the COVID-19 virus and employees begin to come back to work onsite at **Immaculate Heart of Mary** (the “Parish”), the Parish continues to follow government recommendations and take steps to protect our employees and volunteers, including the implementation of additional COVID-19 related cleaning protocols. As you will see below, you are also a key part of this effort! The purpose of this Acknowledgment and Certification is to communicate to you what the Parish expects from you whenever you come to the Parish offices and to memorialize your understanding and agreement regarding those directives and expectations.

Please read this Acknowledgment and Certification carefully and sign and date it below to show that you understand it and agree to meet the Parish’s expectations as set forth below. Then, please return the signed document to **Jeff Andrea** via email ([jandrea@ihmcfo.org](mailto:jandrea@ihmcfo.org)), or interoffice mail or by placing it in the mail drop box at the rectory or school office. The signed document must be returned before the next time you are physically present at the Parish or by **August 15th, 2020**, whichever is sooner. If you have any question about this Acknowledgment and Certification or want to discuss any issue or concern, please contact Fr. Jim Singler at 330-929-8361 x14 or via email [fatherjim@ihmcfo.org](mailto:fatherjim@ihmcfo.org)

**ACKNOWLEDGMENT OF RISKS.** COVID-19 is a highly contagious virus. While the Parish is taking steps to create a safe and healthy work environment, you help to reduce the risk of spreading COVID-19 by complying with the Parish’s directives that are set forth below. By signing below you acknowledge the risk of contracting COVID-19 or other communicable diseases while present at the Parish and agree to follow the Parish’s directives below.

**EMPLOYEE AND VOLUNTEER REQUIREMENTS.** The Parish requires each and every employee and volunteer to do the following:

- Conduct a daily health assessment on themselves prior to entering coming onto the Parish property by assessing if you are experiencing the following symptoms:
  - You have a temperature greater than 100 degrees.
  - You have a dry cough.
  - You have shortness of breath or difficulty breathing.
  - You have a headache.
  - You have congestion.
  - You have a runny nose.
  - You have a sore throat.
  - You are experiencing fatigue.
  - You are experiencing muscle or body aches or pains.
  - You are experiencing diarrhea.
  - You are nauseous or vomiting.
  - You are experiencing new loss of taste or smell.

***If you are experiencing any of the symptoms listed above or have experienced any of those symptoms within the last 14 days, excluding any symptoms reasonably believed to be related to allergies or non-COVID chronic health conditions which you typically manage, DO NOT ENTER***

**ONTO PARISH PROPERTY. Instead, alert Fr. Jim Singler or Kathy Friess that you will not be coming into work as a result of the symptoms you are experiencing, contact your health care provider, and follow the advice of your health care provider and the local health department as well as the instructions of the Parish regarding your return to work.**

**\* These symptoms are based on current CDC guidance. We will update as necessary.**

- Alert **Fr. Jim Singler** or **Kathy Friess** if any of the following is true:
  - You have tested positive for or are presumed by health care professionals or health authorities to have COVID-19.
  - You have had close contact with an individual infected with COVID-19 within the last 14 days.
  - You have had close contact with an individual suspected of being infected with COVID-19, including individuals exhibiting COVID-19 symptoms within the last 14 days.
  - You are currently experiencing or have, within the last 14 days, experienced any COVID-19 symptoms, such as the ones listed above.
  - You have traveled to an area that is under a Level 2, 3, or 4 travel advisory by the U.S. State Department.

Personnel with known exposure to someone with diagnosed or presumed COVID-19 shall self-quarantine at home for 14 days.

- Follow the following face mask policy:
  - Wear a face mask (either your own or one provided by the Parish) anytime you are going to enter onto the property of the Parish with the following exceptions:
    - Facial coverings in the Parish setting are prohibited by law or regulation.
    - Facial coverings are in violation of documented industry standards.
    - Facial coverings are not advisable for health reasons.
    - Facial coverings are in violation of the Parish's documented safety policies.
    - You are working alone in an assigned work area.
    - There is a functional (practical) reason for you not to wear a facial covering in the workplace, including without limitation.
  - Ensure that your face mask is made of cloth and it covers your mouth, nose, and chin.
  - Wear a face mask when taking public transportation.
  - If you believe you have a reason not to wear a face mask, please contact Fr. Jim Singler or Kathy Friess to discuss.
  - If you are unable to wear a facial mask because you fit into one of the exceptions, wear a face shield if possible as an alternative.
- Maintain social distancing, which means:
  - Maintaining at least six feet of space between you and other individuals whenever possible.
  - Limiting the number of people in common areas (including without limitation lobbies, break rooms, and kitchens) at one time to the maximum occupancy posted outside or near such space.
  - Observing all other posted directives regarding social distancing.

- Observing all postings regarding directional flow of hallway and other traffic within the Parish buildings and grounds.
- Not shaking hands or physically touching other individuals to the extent possible.
- Maintaining personal cleanliness, which includes the following:
  - Washing your hands with soap and water for at least 20 seconds as frequently as possible, including when hands are dirty, before and after eating, and after using the restroom.
  - Supplement hand washing with the use of hand sanitizer, whether your own or as provided by the Parish.
  - Cover all coughs and sneezes into your sleeve or elbow (not your hands).
  - Avoiding touching your eyes, nose, mouth, and face to the extent possible.
- Maintaining clean and sanitary surfaces, which includes the following:
  - Regularly and as needed clean surfaces, items, and equipment in your own work area or space, and (including your own work surfaces and any surfaces, items, or equipment you share in common with others in your area such as copiers/printers) with the sanitizer the Parish has provided for such purposes. Surfaces, items, and equipment (e.g., file cabinets, books, and copiers/printers) used in common with others are to be wiped down after each use with the sanitizer provided by the Parish.
  - Please note that certain cleaners can be harmful to devices such as computers, mobile phones, and tablets/iPads. Please contact the Parish staff member responsible for IT services or the instructions for your device if you are unsure what product to use on those devices.
- To the extent possible, refrain from conducting in-person meetings and instead conduct meetings remotely (e.g., by telephone or by using Microsoft Teams, Zoom, FaceTime, or similar apps or programs). If an in-person meeting is necessary, maintain social distancing with other meeting participants.
- Refrain from receiving personal (i.e., non-work related) deliveries at the Parish. All personal deliveries should be received at your residence or other non-work location.
- Refrain from allowing visitors into the Parish's buildings except as otherwise instructed.
- ***If you feel sick or are experiencing any of the symptoms listed above while in the office, alert Fr. Jim Singler or Kathy Friess. If you are not too ill and can do so safely, leave the building immediately after alerting Fr. Jim or Kathy Friess and seek appropriate medical advice from your health care provider. If you too ill or are unable to safely leave the building, isolate yourself in your office, work space or other appropriate space and contact the parish office at 330-929-8361 or the school office at 330-923-1220 for direction and assistance. In the case of an emergency, call 911.***

By signing below you acknowledge that you have read and understand this Acknowledgment and Certification, that you agree to follow the directives contained herein, and that failure to follow the directive contained herein could result in disciplinary action against you, up to and including termination.

Employee / Volunteer Name: \_\_\_\_\_

Employee / Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_