



13 March 2020

COVID-19 Advice for all Archdiocesan and Parish Employees

Reverend Fathers and Colleagues in Christ,

There has been a lot in the news related to COVID-19 recently. Know that we are all in this together and supporting each other. As the COVID-19 pandemic continues to evolve, I would like to provide an update on the measures we are taking to ensure we continue to provide a safe and healthy work environment.

Reducing our potential exposure with [Good hand hygiene](#) including using hand sanitizers if available, Avoid touching eyes, nose and mouth and [Coughing & sneezing etiquette](#) are good preventative measures you can take to stay healthy. Planning to work remotely is another activity you can do to prepare for a work disruption like self-isolation. Finally supporting each other as a Catholic community during times like this is a strength we all have.

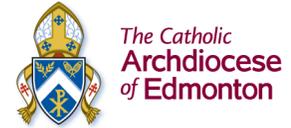
As you may be aware, on March 12, the Chief Medical Officer of Health for Alberta issued new recommendations on travel:

- Albertans are advised not to travel outside of the country at this time.
NOTE: Staff with benefits may have reduced emergency travel medical insurance coverage due to travel restrictions put in place. We encourage you to verify your coverage before you travel.
- Albertans who are currently outside the country should self-isolate on their return for 14 days, regardless of the country they were visiting.
- Any Albertan who is ill with influenza-like symptoms such as fever or cough should stay at home for 14 days after their illness started.

If you have contacted someone who was suspected or confirmed to have COVID-19, you should self-isolate and call [Health Link 811](#) for instructions.

Employees who are required to self-isolate do not need to provide a medical note. They will continue to be paid during their isolation, without accessing sick leave.

Employees in isolation may be able to work remotely. We encourage you to think of those responsibilities that you could complete if you were not able to access your office for a period of time. Although COVID -19 is currently on our minds, this is the same consideration we would give in the case of a fire or flood. Using a remote desktop application from another computer, utilizing email and phone are ways we can keep connected in supporting our communities.



While the worldwide risk is rising, the risk of contracting COVID-19 in Alberta is low. We will continue to make decisions based on the latest information from Alberta's Chief Medical Officer of Health and the Public Health Agency of Canada. In the case of any presumptive or confirmed case(s) directly impacting a member of the Archdiocese community, we will work under the direction of Alberta Health to respond appropriately.

For the most up-to-date information about COVID-19 and the situation in Alberta, you can also visit the [Government of Canada](#) and [Alberta Health](#) websites.

If you have any employment-related questions, please contact Patrick Snoek, Manager of Human Resources, at 780-460-1010 ext. 2150 or Patrick.Snoek@caedm.ca.