



Catholic Diocese of Richmond  
1820 Bicentennial 2020

# **Emergency Preparedness Instruction Manual for Parishes, Schools, and Campus Ministries**

*Effective from March 16, 2020 through March 29, 2020*

*Revision to follow on or before March 29, 2020*

*Version 1.0 (3/17/20)*



## **EMERGENCY PREPAREDNESS RESPONSE TO COVID-19**

*Effective from March 16, 2020 through March 29, 2020*

*Revision to follow on or before March 29, 2020*

In light of the coronavirus (COVID-19) impacting the region and beyond, the Catholic Diocese of Richmond will continue to provide information on how to be prepared today, and as we move forward in the coming days and weeks. This Emergency Preparedness Response helps to ensure that we continue the Church's Mission : teaching the faith, celebrating the sacraments as needed in this age, and care for the poor, even as we support the common good and assure the health and well-being of our neighbor.

The Pastoral Center strives to continue its support to each parish, school, campus ministry, and other ministries even in the midst of a pandemic. Please know that your work is a true blessing to those whom you serve and minister and to the diocese overall.

The instructions in this document apply to all parishes, schools, campus ministries, and other diocesan entities. In situations where the instructions cannot be applied as stated due to local circumstances, Pastors should use prudential judgement and care in making adaptations to ensure that availability of the sacraments and the safety of all is paramount. Pastors should notify their local Dean and send an email to [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) when an adaptation is made.

For any questions or suggestions, please contact [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org).

## Table of Contents

- I. Temporary Suspension of Public Masses
- II. Guidelines for Celebration of Private Masses
- III. Reception of Holy Communion by the Faithful
- IV. Caring for the Faithful in lieu of Public Masses
- V. Guidelines for Use of Church Buildings for Private Prayer
- VI. Guidelines for Other Liturgical and Sacramental Celebrations
- VII. Guidelines for Gatherings for Individuals for Prayer
- VIII. Guidelines for Operating Parishes
- IX. Pastoral Care to the Sick
- X. Pastoral Care to the Poor
- XI. Preventive Measures
- XII. General Health Information
- XIII. Operational Response
  - a. Diocesan Schools
  - b. Diocesan Parish
  - c. Pastoral Center (to include Campus Ministries)
- XIV. Pay and Leave Policies Related to the COVID-19 Pandemic
- XV. Travel Restrictions
- XVI. Employee Assistance Program
- XVII. Financial Processes for Day-to-Day Operations
- XVIII. Designated Contacts and Email Addresses

## I. TEMPORARY SUSPENSION OF PUBLIC MASSES

All public Masses (including Sunday, Holy Day, and weekday Masses) are suspended immediately until further notice. Priests should celebrate private Masses daily for their parishioners and the intentions of their parish as well as for the relief and assistance of all affected in any way by COVID-19.

## II. GUIDELINES FOR CELEBRATION OF PRIVATE MASSES

- Private Masses should be celebrated only with the priest present. Concelebration may be done when the priests live in the same rectory. The lay faithful should not be present in any case or capacity.
- Private Masses should be celebrated in a rectory, parish chapel, or other suitable space. These Masses should not be celebrated in parishioner's homes or any other facility.
- In the spirit of the directives given to us to help reduce gatherings of individuals, private Mass times and locations should not be announced.
- Bishop Knestout requests priests to celebrate one Mass per day, regardless of how many parishes a priest is assigned. He is encouraged to pray for all of his parishioners.
- Priests should offer intentions for the Masses as requested by the faithful; however, on Sundays and Holy Days, the intention of one Mass celebrated by the Pastor or Administrator should be *pro populo* ("for the people"). Mass intentions already designated on a given Sunday or Holy Day can be moved to another weekday Mass.

## III. RECEPTION OF HOLY COMMUNION BY THE FAITHFUL

While public Masses are suspended and out of an abundance of caution, Holy Communion may not be distributed to the faithful except when in the context of 1) administering the Anointing of the Sick; 2) Viaticum accompanying the Last Rites; or 3) immediate family members attending a wedding or funeral Mass.

## IV. CARING FOR THE FAITHFUL IN LIEU OF PUBLIC MASSES

- Bishop Knestout will consecrate the Diocese during this time of crisis to the Sacred Heart of Jesus and to the Immaculate Heart of Mary asking for grace, forgiveness, and assistance.
- For parishes who have the capability, private celebration of Sunday and Holy Day Masses should be livestreamed, if possible. The Office of Worship can provide guidelines and best practices for livestreaming Masses.
- Priests are strongly encouraged to post written or video-taped homilies and reflections from the readings of the Mass of the Day on the parish website.
- Prayers for communion by desire should be widely available in the Church and on the parish website.
- Pastors should instruct the faithful on the importance and value of spiritual communion.

## V. GUIDELINES FOR USE OF CHURCH BUILDINGS FOR PRIVATE PRAYER

- Churches should remain open during their customary hours following their normal practice for access and availability to the faithful -for individual private prayer, personal devotions like individual stations of the cross, personal rosaries and private adoration of the reserved Blessed Sacrament.
- As of March 16, 2020, the number allowed in the Church is never to exceed 10 persons at one time. A porter will be assigned by the Pastor throughout the day to ensure the number is not exceeded.
- Appropriate materials for personal devotions like the Stations of the Cross should be available in the Church.
- The Blessed Sacrament is to be secured in the tabernacle in the larger main body of the Church so that social distancing can be maintained and prayers for communion by desire may occur. Many of our adoration chapels are too small and we need to allow for social distancing.
- The interior of the Church building and pews should be cleaned and disinfected, at a minimum, at the end of the day.

## VI. GUIDELINES FOR OTHER LITURGICAL AND SACRAMENTAL CELEBRATIONS

- All weddings, funerals, and baptisms should continue if it is absolutely necessary with the attendance limited to immediate family members. The numbers should not exceed 10 people as recommended by the President on March 16, 2020.
- For funerals, Pastors may consider performing graveside services only with a memorial Mass at a later date to limit gatherings in a common space.
- All Confirmation liturgies are suspended until further notice. Once public Masses resume, Pastors are delegated with the faculties to confer the Sacrament of Confirmation for candidates who were to attend a Confirmation liturgy that was suspended.
- Individual reception of the Sacrament of Reconciliation will be available (taking into account appropriate social distancing, including where the priest and penitent can remain at least 6 feet apart). It is recommended to use a room near the Church that is large enough to provide the appropriate social distancing and privacy while in compliance with diocesan Safe Environment regulations. A screen may be used between the priest and penitent for further safety and anonymity.
- It is recommended that Pastors consider extending announced Confession times so that the faithful can observe social distancing.
- General Absolution should not be offered at this time because the requirements for this have not been met.
- RCIA scrutinies are suspended while public Masses are suspended.
- While private prayer before the Blessed Sacrament reserved in the tabernacle is to be available for the lay faithful, Holy Hours of Adoration with Exposition for the lay faithful are not to be celebrated at this time.

## VII. GUIDELINES FOR GATHERINGS FOR INDIVIDUALS FOR PRAYER

- While individual prayer and devotions is strongly encouraged, gatherings of any sized groups for organized liturgical prayer services like Stations of the Cross, Holy Hours, Penance Services or other similar formal liturgies are not permitted.

## VIII. GUIDELINES FOR OPERATING PARISHES

- All parishes should remain open during normal operating hours with the option for lay employees to work remotely, if possible. If hours must be adjusted, the pastor should ensure this is communicated to your parishioners.
- Either the pastor or a designated staff member should ensure that the phone is answered and email is responded to in a timely manner.
- All meetings or gatherings (administrative or ministerial like Knights of Columbus, Prayer Shawl Ministry, Bible Studies, etc.) should be suspended. If an essential administrative meeting should need to occur (e.g., Finance Council emergency meeting), it should not exceed 10 people and should be facilitated via teleconference, if possible.
- Special attention should be given to minimize facility related expenses (e.g., turn off HVAC or lights in unused spaces, adjust the automatic schedule for HVAC in spaces that are not being used or typical use is modified).

## IX. PASTORAL CARE TO THE SICK

Priests have a sacred calling to be attentive to the needs of the sick and dying. During this current climate we are especially reminded of this responsibility and our need to fulfill this role in a thoughtful, deliberate, and prayerful manner.

1. In order for our priests to be available to those in need, they must be accessible by a reliable phone number that they are answering and checking for messages regularly each day. Deans are instructed to call these phone numbers on a regular basis to ensure prompt response and access for the faithful. Pastors and Administrators should check their parish's after-hours voicemail to ensure that their emergency number is current and easily available to those in need. Special care should be made, as is the expectation at all times, to make sure that priests are attentive and responsive to all calls for pastoral care.

2. While normally priests should regularly visit the infirmed, elderly homebound, and nursing homebound parishioners, in the current context it is advised that visits to these vulnerable persons be suspended unless it is a matter of administrating the Last Rites and Viaticum. Pastors are encouraged to ask pastoral care ministers and volunteers to call and correspond with this population frequently. The homebound should be encouraged to make a Spiritual Communion and should be kept in prayer at the Pastor's private Masses and daily prayers. Outreach to the infirmed through social media could include devotionals and links to online Masses.
3. Parishioners who are facing surgery or who have been recently hospitalized should be anointed and receive Communion if they are properly disposed.
4. When visiting the sick, priests should ensure that they are in good health and observe safe hygiene for the safety of themselves and the person(s) they are visiting. If a priest is not healthy or shows initial signs of illness, he is obliged to ask for the assistance of a neighboring priest to assist with answering the call. He should also contact his Dean.
5. In the event that you are asked to anoint someone with COVID-19, the Code of Canon Law permits the use of an instrument (CIC 1000 §2), for example, a cotton swab. In such case, the used instrument should not come in contact again with the oil stock and should be disposed of in a reverent manner like one would with any swab placed in an oil stock. In case of necessity, a single anointing on the forehead or on any other appropriate part of the body with the entire sacramental form ("Through this holy anointing... May the Lord who frees you from sin...") suffices (CIC 1000 §1; PCS, 23).
6. Deacons may visit the sick using their discretion and prudential judgement; however, they are not to distribute communion.
7. At this time, lay volunteers should not visit the sick in any official capacity; however, they are encouraged to pray for the sick of their parish by name.

## X. PASTORAL CARE TO THE POOR

All essential charity efforts to the poor and vulnerable should continue, using the following instructions and guidance by federal, state, and local jurisdictions.

- Restrictions should be put in place for no more than 10 people in a building/space at a time.
- It is recommended that individuals who are in the non-vulnerable group (those under 60 and not immunocompromised) are the ones who should assist.
- Hot food service and/or seated food service should be discontinued and be replaced by a grab-and-go option.
- All surfaces, including restrooms, should be sanitized frequently.
- A drop-off location for donations should be outside of the main facility thereby limiting those who may be exposed to larger groups.

## XI. PREVENTIVE MEASURES

1. Use Proper Hygiene.
  - Wash hands with soap, under warm/hot water after using the restroom for a minimum of 20 seconds.
  - Frequently use hand sanitizer products after contact with foreign objects.
  - Avoid direct hand to eye, hand to nose, or hand to mouth contact.
  - Cover the mouth and nose with the bend of the arm when sneezing or coughing when a tissue is not readily available.
2. Clean and sterilize surfaces like desktops, keyboards, cellphone, phone receivers, doorknobs, keys, etc.
3. Employees should log into KRONOS to review and update emergency contact information.
4. Adhere to recommendations of the Centers for Disease Control and Prevention (CDC) of the U.S. Public Health Service.
5. Ensure appropriate social distancing.
6. Employees with a reasonable concern that they may have COVID-19 should self-quarantine for 14 days and contact your primary health care provider to see if they qualify for testing. After notifying their supervisor, please notify the Office of Human Resources via [humanresources@richmonddiocese.org](mailto:humanresources@richmonddiocese.org).
7. If have any symptoms for illnesses other than COVID-19, please use your best judgement and refrain from coming into work.

### **What should I do if I become aware that one of the staff, a parishioner, a student, or a volunteer that was on-site has tested positive for COVID-19?**

1. Contact the Pastor or Administrator.
2. The Pastor or Administrator must contact local health officials immediately.
3. The Pastor or Administrator must contact diocesan officials using [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) who will assist with the necessary protocols to follow and help develop a communications plan for your specific situation, such as notifying the parish or school community. **It is important that no personal information is shared with the community, such as the individual's name.**
4. Guidance for facilities with a suspected or confirmed case of COVID-19 may be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

## **XII. GENERAL HEALTH INFORMATION**

### ***Tele-medicine***

Many insurance providers (including Anthem) offer an online way to see a healthcare provider. Anthem's service is called **LiveHealth Online** and can be accessed through the website [www.livehealthonline.com](http://www.livehealthonline.com) or via the app, 24 hours a day, 7 days a week. For eligible employees, this is a great option while doctors' offices and hospitals are at maximum capacity due to the exceptional increase in the number of flu cases this season, as well as growing concern over COVID-19. For those covered by Diocesan Anthem insurance, the normal copay cost applies.

### ***Return to Work or Ministry for Employees and Volunteers***

Employees and volunteers with a reasonable concern that they may have COVID-19 should self-quarantine for 14 days and contact your primary health care provider to see if they qualify for testing.

Employees with an illness other than COVID-19 such as a sinus infection, flu, stomach virus, etc. should use their accrued Paid Sick Leave (followed by Vacation and/or Personal leave) for their time out of the office until they are symptom and fever free (without fever-reducing medication) for 24 hours.

Based on guidance from the CDC, the Catholic Diocese of Richmond is currently not requiring our standard practice of employees providing a doctor's note to return to work following an illness that is not COVID-19 (cold, allergies, sinus infection, flu, etc.) due to the overwhelming number of patients that physicians are currently evaluating. The CDC advises that individuals may return to work once they have been symptom and fever free (without fever-reducing medication) for a minimum of 24 hours. During this pandemic, the diocese will follow the CDC's guidance with regard to return to work or ministry for employees and volunteers.

## XIII. OPERATIONAL RESPONSE

*Should the Federal Government, the State of Virginia or local Jurisdictions issue directives during their state of emergency whereby our diocesan entities are impacted, the Diocese of Richmond will follow the appropriate procedures below:*

### Diocesan Schools

1. All recommendations disseminated by the local or the state Health Departments, that apply to schools, should be followed by diocesan schools.
2. In as much as possible, operations of diocesan schools will also follow the response procedure of their public-school counterparts, on a district and/or county-by-county basis, unless otherwise authorized by the Bishop of Richmond through the Superintendent of Catholic Schools.
3. In the instances where a diocesan school closure occurs based on disease prevention:
  - Employee pay and leave will follow the later Section, *Pay and Leave Policies Related to the COVID-19 Pandemic*
  - Deep cleaning and disinfecting of the school in accordance with the [CDC guidelines](#) will be completed prior to the reopening of the school.
4. Any closures as a result of COVID-19 should be reported to the Offices of Catholic Schools.

If a school is concerned that adherence to these responses could cause a financial hardship to the school, the Pastor/Principal should contact the Superintendent of Schools and the Diocesan Chief Financial Officer or Director of Finance.

## Diocesan Parish

Parish offices will operate at the discretion of the Pastor unless otherwise directed by the Bishop of Richmond.

1. In the instances where a parish office closure occurs on the basis of disease prevention:
  - Employee pay and leave will follow the later Section, *Pay and Leave Policies Related to the COVID-19 Pandemic*.
  - Deep cleaning and disinfecting of the parish office in accordance with the [CDC guidelines](#) will be completed prior to the reopening of the parish.
2. Any closures as a result of COVID-19 should be reported immediately via [prepared@richmonddiocese.org](mailto:prepared@richmonddiocese.org) to the Office of the Vicar General and Moderator of the Curia and Office of the Vicar for Clergy.
3. If the parish office is open but employees are unable to come to work, please refer to the later Section, *Pay and Leave Policies Related to the COVID-19 Pandemic*.

If a parish is concerned that adherence to these responses could cause a hardship to the parish, the Pastor should contact the Diocesan Chief Financial Officer or Director of Finance.

### *Pastoral Center (to include Campus Ministries)*

1. The Human Resources Officer will make recommendations on the operating status of the Pastoral Center to the Vicar General and Moderator of the Curia. Any change in operating status will be conveyed to employees by email and via automated phone calls.
2. Regardless of the operating status of its parishes and schools, the Pastoral Center, at minimum, will remain open as the Operations Headquarters for the receipt and processing of incoming and outgoing mail and receivables and disbursements.
3. In the event the Pastoral Center must close for disease prevention, exempt and non-exempt staff will work remotely to the extent possible (telework). Please refer to the later Section, *Pay and Leave Policies Related to COVID-19 Pandemic, #2*. The following designated personnel will be available onsite or remotely:

- Bishop of Richmond
- Vicar General and Moderator of the Curia
- Vicar for Clergy
- Vicar for Vocations
- Judicial Vicar
- Chancellor
- Director of Worship
- Director for Evangelization
- Chief Financial Officer
- Director of Finance
- Human Resources Officer
- Director of Human Resources
- Director of Safe Environment
- Superintendent of Catholic Schools
- Director of Communications
- Director of Facilities

*Others to be designated by the Vicar General on a case-by-case basis*

4. Deep cleaning and disinfecting of the Pastoral Center in accordance with the [CDC guidelines](#) will be completed prior to the reopening of the Pastoral Center.
5. If the Pastoral Center is open but employees are unable to come to work, please refer to the later Section, *Pay and Leave Policies Related to the COVID-19 Pandemic*.

## XIV. PAY AND LEAVE POLICIES RELATED TO THE COVID-19 PANDEMIC

The *temporary policies* below are effective from March 16, 2020 through March 29, 2020 and are an exception to the standard policies outlined in Called to Work in Harmony, Personnel Policies for Lay and Religious Employees. These temporary policies are subject to modification as approved by the Bishop of the Catholic Diocese of Richmond.

### 1. When the location is open and employees are expected to be on-site to work, but an employee must be absent due to COVID-19 for one of the following reasons:

- To care for his/her own COVID-19 illness
- To care for a dependent family member with COVID-19
- To care for a dependent family member because of a school or day/elder care facility closing
- Due to a required or self-imposed quarantine related to direct contact with COVID-19
- Due to a required or self-imposed quarantine of a dependent family member with COVID-19

*Eligible family members include parents and guardians, spouse and in-laws, and children of any age*

Missed time will be paid as follows:

- **Regular full-time and regular part-time employees** (those regularly scheduled to work 20 or more hours per week) will be eligible for one week (5 business days) of paid administrative leave. *This will be coded in Kronos as Pandemic Leave (PANDM)*. For any leave beyond the 1 week (5 days), the employee would need to use available sick, personal or vacation leave to cover absence. Should the employee run out of paid leave, they will move into an unpaid status.
  - Depending on the circumstances, Short Term Disability and/or Family Medical Leave may apply for regular full-time and part-time employees. Please contact your Business Manager and the Office of Human Resources for clarification.
- **Limited part-time employees** (those regularly scheduled to work less than 20 hours per week) **and Temporary employees** are not eligible for pandemic leave.

In the case where the location is open and employees are expected to be on-site to work, but an employee is unable to do so due to the need to quarantine as a result of contact with COVID-19 and/or care for a family member as outlined above, management is encouraged to consider telework opportunities. Telework is approved locally by the pastor, principal or office director. In such cases, payment would follow that as outlined in #2 below.

2. **When the location is closed and employees are not able to be on-site to work, telework arrangements are strongly encouraged.** Time will be paid per *Called to Work in Harmony, Personnel Policies for Lay and Religious Employees*, and is as follows:

- **Regular full-time and regular part-time EXEMPT employees** (those regularly scheduled to work 20 or more hours per week) will receive their weekly salary for each week in which any work is performed, regardless of the number of hours actually worked.
- **Regular full-time and regular part-time NON-EXEMPT employees** (those regularly scheduled to work 20 or more hours per week) will receive regular pay for each hour of work performed. Employees who work less than their regular work schedule will receive administrative leave for the balance of their regularly scheduled weekly hours.
- **Limited part-time employees** will receive administrative leave equal to their regularly scheduled hours on specific days of closure

3. **When the location is closed and employees are not able to be on-site to work and telework is NOT approved or possible,** missed time will be paid per *Called to Work in Harmony, Personnel Policies for Lay and Religious Employees*, and is as follows:

- **Regular full-time and regular part-time employees** (those regularly scheduled to work 20 or more hours per week) will receive administrative leave equal to their regularly scheduled hours/compensation for each regularly scheduled day of absence.
- **Limited part-time employees** will receive administrative leave equal to their regularly scheduled hours on specific days of closure.

## **XV. TRAVEL RESTRICTIONS**

The Diocese of Richmond follows guidance from the [State Department](#) and [CDC](#) and their advisements should be considered before any travel plans. See current travel notices [here](#).

There should be no business-related travel undertaken outside of the State of Virginia at this time.

## **XVI. EMPLOYEE ASSISTANCE PROGRAM**

The Catholic Diocese of Richmond offers an [Employee Assistance Program](#) (EAP) to support you with any desired personal counseling needs.

## **XVII. FINANCIAL PROCESSES FOR DAY-TO-DAY OPERATIONS**

Below, please find recommendations regarding financial processes critical to the day-to-day administrative operations. It is our hope that this information will assist you in preparing for a scenario where business offices may be closed for a period of time. These procedures are for your planning purposes and will assist during this time and will also be helpful in any event that an office is closed due to a weather event or for the purposes of illness prevention.

### **General Considerations:**

Please see below for our initial set of recommended processes and procedures for operating a parish or school business office during an unanticipated closure or when only limited access to the business office is possible.

If the parish or school business office is shut down, please develop a set of processes and procedures for handling the following functions. Please consider what access to the building, if any, your essential staff may need to have.

### **What should I do now?**

- Develop procedures to work remotely such that business managers or bookkeepers have access to a computer with internet access, passwords to access bank accounts, and remote access to accounting software.
- Have check stock with a laser printer at an offsite location.
- From a remote computer, staff should be able to record cash receipts, prepare checks and record disbursements, record payroll, and run reports to be emailed to and discussed with the Pastor/Administrator.
- Procedures need to consider how the following four critical business functions will occur.
  1. Payroll
  2. Cash receipts
  3. Cash disbursements
  4. Cash balances in checking accounts

### **Payroll:**

1. The Kronos payroll system is an internet-based system and can be accessed anywhere there is access to the internet. Procedures will continue to follow the current standard processes and time schedule.
2. Determine with the Pastor, Administrator or Principal how timecards/hours submitted will be approved and submitted for final processing.
3. If you need additional assistance regarding payroll, please contact the payroll office at [payroll@richmonddioocese.org](mailto:payroll@richmonddioocese.org).

### **Cash receipts:**

1. Determine your mail delivery protocol. Will mail be delivered or will it be held at the post office for pick up by staff? Who will pick it up? Mail procedures and protocol may be different based on parish/school locations or individual situations.
2. If conditions allow and are possible, two persons should obtain the mail for opening and processing. After the mail is processed, prepare deposit slips, make deposit at bank, and record deposit in accounting records remotely.
3. With regards to weekly offertory collections, in the event money counters/volunteers are not available and **during this time frame only**, two staff members may count and process the deposit. A Pastor or Administrator may serve as one of the counters.
4. For schools, you may need to be sensitive to the cash flow needs of your families during this time. In FACTS, consider whether you want to elect for parents to make changes to payment dates under the Consumer Driven Changes option.

### **Cash disbursement:**

1. Develop procedures for approval of invoices from the Pastor or Administrator.
2. Determine how checks will be processed and signed. Will this occur remotely? Or in the office? How will check stock be secured?
3. Make sure mailing supplies (envelopes and stamps) are readily available, if necessary.
4. Additionally, electronic disbursements may be made remotely, if needed.
5. Passwords to access accounts with banks and vendor accounts for electronic statements need to be available offsite.

**Cash balances:**

Establish a procedure where a daily cash balance report is prepared for and discussed with the Pastor, Administrator, or Principal each morning. This report will state the amount of funds available to pay for day-to-day operating costs of the parish or school. The report should include all accounts that are readily available for operations and should report the prior day's cash balance at the beginning of the day, total cash deposits made, total cash disbursements made, transfers-in/out, and ending cash balance. Discuss this cash balance report each morning until further notice.

**Recommendations regarding e-giving**

Encourage parishioners to consider electronic giving. Develop **sensitive** messages to let our community know that we will do all we can to operate with limited resources, but without financial support the critical functions of the parishes cannot continue. This message should acknowledge that this may not be possible for them as we understand that their particular situations may not allow for this.

**Financial Challenges:**

An objective conversation may need to occur where the business manager can advise the Pastor, Administrator, or Principal and Finance Council/School Finance Committee how many days or weeks the parish or school can continue to cover payroll and pay bills in a scenario where there is a significant drop in revenue. The goal is to anticipate decisions that need to be made and communicated days in advance, if possible, regarding which mission critical functions can continue and which functions need to be curtailed.

Business managers and bookkeepers should not feel as if they need to take on this burden on their own. If needed, request the assistance of members of the Parish Finance Council or School Finance Committee for assistance to implement these recommended processes and procedures.

We ask that parishes and schools continuously monitor cash flow and contact the Diocese when the location has less than 60 days of operating reserves to make payroll and pay day-to-day bills. If recovery of funds is not anticipated in the near term, the Diocese can begin the process of establishing an operating line of credit for your location with Truist Bank. Please be prepared to provide the amount of operating line of credit needed for your specific location.

## In Summary:

Guidance will be updated periodically as needed. If there is something that you feel we should know, please share it. If you are unsure about an issue or need clarity, please do not hesitate to ask questions.

## XVIII. DESIGNATED CONTACTS:

Diocesan COVID19 Task Force	<a href="mailto:prepared@richmonddiocese.org">prepared@richmonddiocese.org</a>
Office of the Bishop	<a href="mailto:Bishop@richmonddiocese.org">Bishop@richmonddiocese.org</a>
Office of Catholic Schools	<a href="mailto:Schools@richmonddiocese.org">Schools@richmonddiocese.org</a>
Office of the Chancellor	<a href="mailto:Tribunal@richmonddiocese.org">Tribunal@richmonddiocese.org</a>
Office of Christian Formation	<a href="mailto:CF@richmonddiocese.org">CF@richmonddiocese.org</a>
Office of Communications	<a href="mailto:Communications@richmonddiocese.org">Communications@richmonddiocese.org</a>
Office of Development	<a href="mailto:Development@richmonddiocese.org">Development@richmonddiocese.org</a>
Office of Ethnic Ministries	<a href="mailto:ethnicministries@richmonddiocese.org">ethnicministries@richmonddiocese.org</a>
Office for Evangelization	<a href="mailto:Evangelization@richmonddiocese.org">Evangelization@richmonddiocese.org</a>
Office of Facilities	<a href="mailto:Facilitiesmanagement@richmonddioces.org">Facilitiesmanagement@richmonddioces.org</a>
Office of Finance	<a href="mailto:Finance@richmonddiocese.org">Finance@richmonddiocese.org</a>
Office of Human Resources	<a href="mailto:HumanResources@richmonddiocese.org">HumanResources@richmonddiocese.org</a>
• Benefits Team	<a href="mailto:Benefits@richmonddiocese.org">Benefits@richmonddiocese.org</a>
• Payroll Team	<a href="mailto:Payroll@richmonddiocese.org">Payroll@richmonddiocese.org</a>
Office of Information Technology	<a href="mailto:IT@richmonddiocese.org">IT@richmonddiocese.org</a>
Office of the Tribunal	<a href="mailto:Tribunal@richmonddiocese.org">Tribunal@richmonddiocese.org</a>
Office of the Vicar for Clergy	<a href="mailto:VicarforClergy@richmonddiocese.org">VicarforClergy@richmonddiocese.org</a>
Office of the Vicar General	<a href="mailto:VicarGeneral@richmonddiocese.org">VicarGeneral@richmonddiocese.org</a>
Office of Vocations	<a href="mailto:Vocations@richmonddiocese.org">Vocations@richmonddiocese.org</a>
Office of Worship	<a href="mailto:Worship@richmonddiocese.org">Worship@richmonddiocese.org</a>

### Website Resources

Diocese of Richmond COVID 19 response	<a href="http://www.richmonddiocese.org/coronavirus">http://www.richmonddiocese.org/coronavirus</a>
Centers for Disease Control & Prevention	<a href="https://www.cdc.gov/">https://www.cdc.gov/</a>
State of Virginia	<a href="https://www.virginia.gov/coronavirus-updates/">https://www.virginia.gov/coronavirus-updates/</a>