

**Catholic Charities of  
Central and Northern  
Missouri (CCCNMO)**

# Memo

**To:** All Catholic Charities of Central and Northern Missouri Staff and Volunteers

**From:** Dan Lester, Executive Director

**cc:** N/A

**Date:** 1/14/2022

**Re:** Revision of Agency COVID-19 Protocols and Guidance

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With increasing levels of COVID-19 transmission within our communities and workplace, the following updated COVID-19 mitigation protocols will be implemented at all Catholic Charities of Central and Northern Missouri offices, effective January 14, 2022. These protocols supersede and replace any previous protocols.

## Protocols

1. The wearing of facemasks and social distancing, while not mandated, are strongly encouraged for all individuals working, volunteering, visiting, or receiving services from Catholic Charities of Central and Northern Missouri, including those fully vaccinated and up-to-date on vaccinations.
2. No staff, volunteer, client, or visitor is to be screened about their vaccination history in order to enter Catholic Charities offices. However, it is acceptable for staff or volunteers to ask clients, volunteers, or staff about their vaccination history, in order to determine their own precautions (masks, social distance).
3. Signage will be posted encouraging, but not mandating, wearing masks and social distancing while in Catholic Charities offices.
4. Masks will continue to be made available to all staff, clients, volunteers, or visitors to CCCNMO offices.

5. If a client, staff, volunteer, or visitor to a Catholic Charities office requests that a mask be worn or social distance be maintained in their presence, these requests will be honored, including by fully vaccinated individuals.
6. If you are sick, you must stay at home. Contact your supervisor immediately. If you become sick at work, you must contact your supervisor and go to your home immediately.
7. If you have close contact with someone who has COVID-19 or is experiencing COVID-19 like symptoms, **please follow CDC guidance regarding the need to quarantine found here: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>**  
Notify your supervisor immediately.
8. Any staff or volunteer that has been required to stay home because of illness or close exposure to someone who is ill may not return to CCCNMO without prior authorization of both their immediate supervisor and the executive director. Please utilize the guidance provided by the CDC to determine the need for quarantine and length of quarantine period found here:  
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>
9. Staff and volunteers will continue with diligent cleaning of commonly touched surfaces. Cleaning supplies will be supplied at all locations.
10. Catholic Charities staff will continue to follow all COVID-19 policies and protocols of partner organizations or entities encountered while taking part in Catholic Charities business at said organizations or entities.

## **Guidance**

1. Individual program leaders will evaluate additional precautions that can be taken (i.e. operating by appointment only, rotating staff schedules, and working from home) and determine whether to implement additional processes, in consultation with the executive director.

Failure to adhere to the protocols outlined in this memo will result in corrective action, up to and including termination.

Thank you for your immediate attention to these protocols. If you have questions about how to implement any of the outlined requirements, do not hesitate to contact me.