

Memorandum

TO: Clergy, Parish Leaders, Parish Leadership Teams, Parish Staff

CC:

FROM: Fr Andrew Doohan VG

DATE: 15/10/2021

ATTACHMENTS: 0

SUBJECT: Access to Parish Offices During Phase One of 'Roadmap to Reopening'

Dear Colleagues,

A question has been raised as to when, and under what conditions, parish offices can reopen and be able to once again have visitors.

Under the provisions of the current Public Health Order, a parish office is classified as an 'office building' and thus do not fall within the 'higher risk' category that requires vaccination in order for a person to enter. Thus it is possible for parish offices to reopen and resume usual operations.

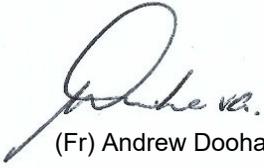
Having said that, however, the decision to reopen your parish office is a local decision for each parish to make on a case by case basis. In considering reopening, please pay attention to the duty of care that is owed to parish employees who work in your offices, and whether appropriate measures might be need to be put in place to minimise any risk associated with people entering the office.

Consideration should also be given to the vaccination status of parish staff in considering when to reopen offices. The vaccination status of parish staff is personal health information and we can not require our staff to provide these details if they do not fall within the mandatory vaccination orders. You can however have conversations with Parish staff in regard to the health and safety of our workplaces and invite them to provide this information to assist in minimising risk.

The completion of the appropriate COVID Safety Plan for each office is necessary and provides suitable basis on which to make your assessments around reopening.

I hope the above advice is some help to parishes. Wayne Carman, Safety and Wellness Business Partner, is available to assist parishes if they would like to talke through the reopening of parish offices. Wayne can be contact via email at wayne.carman@mn.catholic.org.au.

Regards,

A handwritten signature in black ink, appearing to read "Andrew Doohan". The signature is fluid and cursive, with a large initial "A".

(Fr) Andrew Doohan VG