



ARCHDIOCESE
OF LOUISVILLE

MEMORANDUM

TO: Pastors, Business Managers
FROM: Brian Reynolds, Ed.D., Chancellor
RE: COVID-19 Reporting
DATE: August 14, 2020

The Archdiocese of Louisville continues to be guided by the Louisville Metro Public Health Department (LMPHD) as we deal with reports of COVID-19 among our staff members and students. Because we have received further clarification and direction from medical authorities, this memo replaces information previously sent to you on July 28.

When an employee or student is determined to have COVID-19:

The attached colorful **protocol flow chart** dated 8/11/20 reviews the appropriate responses if you are notified that someone in your school or parish (clergy, staff, teacher, or student) has tested positive for COVID-19 or has been told to self-quarantine because of contact with someone who has tested positive.

In addition, please follow these administrative steps:

1. Do not do make any public decisions or announcements immediately.
2. Notify your pastor.
3. Notify the health department: If the health department has already contacted you, a report should be made to your county health department.

For Schools – Students and Staff in Jefferson County

E-Mail: Covidschoolsupport@louisvilleky.gov

Fax: (502) 574-5865

Phone Number: (502) 574-6675

Archdiocesan Agencies and Parish Staff Members in Jefferson County

E-mail address: IMTReporting@louisvilleky.gov

Fax: (502) 574-5865

Phone Number: (502) 574-6675

Archdiocese of Louisville

Pastoral Center, 3940 Poplar Level Road, Louisville, KY 40213-1463
(502) 585-3291 | (502) 585-2466 (Fax) | pastoralcenter@archlou.org

When making a report, please provide – as much as possible - the information as possible found on the attached **reporting form**.

Beyond Jefferson County, each county has its own procedures. The document on this website provides a listing of health department contact information by county:

<https://chfs.ky.gov/agencies/dhp/dafm/LHDInfo/AlphaLDHListing.pdf>

4. Notify the Archdiocese:

If the person involved is a parish **employee**, make a report to the Personnel Office at the Pastoral Center. The Personnel Office can assist you in determining leave time policies that may apply to an employee.

For **school personnel** and **students**, contact the Superintendent of Schools at the Office of Catholic Schools.

5. Contact Tracing: In general, the local health department will investigate the case, determine exposure risk, and contact anyone determined to have potentially been impacted. They also will determine when it is safe for the individual to return to work.

6. Communication: It is important to notify others when there is someone within the organization who has tested positive. The Archdiocesan Communications Office is available to assist parishes and schools in creating a communication response for the parish and/or the school community. This may include announcing new schedules, protocols, or closures. A sample **advisory template** is attached.

7. Closing a facility: The health department, the Archdiocese, and the parish should work together on decisions concerning closing any facility or part of a facility. Health departments are regularly reviewing thresholds to be considered in making these determinations.

8. Returning to work: The guidance on the attached flow chart provides information on when and under what conditions employees may be permitted to return to work. Employees should not be permitted to return to work unless they have met the thresholds described in the attached protocol flow chart.