

From: Fr. Michael J. Lumpe
Sent: Tuesday, March 31, 2020 4:39 PM
Subject: Update Letter to Priests
Attachments: COVID-19 - Rite for Emergencies.pdf; FFCRA Communication v3 (1).pdf; CARES Act Communication v3 (1).pdf

Brother Priests:

I apologize for the delay in getting this information out to you today; it has been a busy day of conference calls.

FIRST: An additional 9 priests who met the health and age eligibility criteria for COVID-19 "end of life" sacramental care took part in the fourth PPE overview training and ZOOM conference call earlier this afternoon with the team of Dr. Marian Schuda, Fr. Mike Lumpe and Fr. Dean Mathewson. Right now some 50 priests have stepped forward and participated in this Personal Protective Equipment (PPE) training as part of our preparation for COVID-19 "end of life" sacramental care. Obviously we hope and pray that we will not have the level of pandemic that has struck other areas of the world, but from a sacramental standpoint it is very good to be as prepared to serve our people in this manner for the salvation of souls. I want to thank all of the priests who were eligible to train for this ministry for coming forward and getting prepared for COVID-19 ministry. I know there were many others who stepped forward but had an issue with one or more of the eligibility requirements -- God love you for your dedication to your priestly ministry and your desire to serve the people of God in this situation -- but we have to draw the line somewhere to protect priests who are more vulnerable than others at potentially contracting the COVID-19 coronavirus.

On the subject of "end of life" sacramental care, the "Rite for Emergencies" is attached for your use as a document that you can dispose of in a COVID-19 patient's room, thus avoiding the need to take your green Pastoral Care of the Sick book into a COVID-19 patient's room and having to sanitize it thoroughly upon departure from the room. Print out this PDF document and keep copies of it handy in your car and elsewhere.

Working with the Mount Carmel Health System as they ramp up their coronavirus preparations, we have provided six additional priests for Mount Carmel's three hospitals in Franklin County, supplementing the ongoing pastoral ministry of Fr. Stephen Akange at MC-East, Fr. Sudhakar Reddy, CFIC at MC-Saint Ann's, and Fr. Jesse Chick, CFIC at MC-Grove City. For **NON-COVID-19** sacramental needs and pastoral ministry the following priests are assisting: Fr. Patrick Watikha, AJ, MC-Grove City; Fr. Emmanuel Addai, MC-Saint Ann's; Fr. Milton Kiocha, AJ, MC-East. For **COVID-19 "end of life" sacramental care** the following priests will supplement Frs. Akange, Reddy and Jesse: Fr. Brett Garland, MC-Grove City; Fr. Thomas Herge, MC-Saint Ann's; Fr. Adam Streitenberger, MC-East. Thank you to these priests for all of their ministry, and especially in this particular way forking with the Mount Carmel system during these extraordinary times.

Other priest "staffing" arrangements at certain hospitals are in the works and are being compiled; this information will be communicated to you very soon.

SECOND: We have a Scam Alert: Please share this information broadly via social media and other means: <https://content.govdelivery.com/accounts/OHEMA/bulletins/28400dc>

THIRD: Some items from Bill Davis:

1 – we have received e-mails from several Parishes/Schools with questions about laying off, furloughing or not paying employees. To reiterate the direction given March 19 – **all employees are to be paid their regular pay for the month of April, and kept on benefits as they had at the beginning of March.** For those that have insufficient reserves or cash flow and require assistance, they should contact Bill Davis who will work with you to receive a grant. If there are particular examples you feel should be exceptions to this, please contact Dominic Prunte or Bill.

2 - the Emergency Fund being run by the Catholic Foundation, has received over \$600,000 to date in contributions. About a dozen pastors have received a payment already for immediate parishioner needs and six pantries have already received \$10,000 each to purchase food. Pastors should go to The Catholic Foundation web page to request funds through a very simple process under Catholic Emergency Response – Learn More – Application for Parishes

3 – The Families First Coronavirus Response Act became law March 18, 2020. This Act has provisions which will impact our parishes and schools. I have attached a document that provides an explanation of who is impacted and how they are impacted.

4 – The Coronavirus Aid Relief and Economic Security (CARES) Act was signed by President Trump last Friday. This Act includes provisions we hope will help us weather this storm financially. Attached is a short update on where we are on determining applicability and usage of the provisions of this Act.

FOURTH: We have created an archive page with downloadable links to these daily updates and attachments, as well as other pertinent liturgical information, on the Diocesan website. The page, “Coronavirus/COVID-19 Information,” can be found at <https://columbuscatholic.org/chancery-forms>, where you find other forms and documents; in the password box type in “Chancery198” to enter. The link to the Coronavirus/COVID-19 resources can be found either at the top of the page or on the right-side navigation bar.

In closing I want to share with you a paragraph from a document issued by the Pontifical Academy for Life entitled "Pandemic and Universal Brotherhood"

<https://www.vaticannews.va/en/vatican-city/news/2020-03/pontifical-academy-for-life-pandemic-challenges-human-fraternit.html>

"...we must understand the meaning of prayer. As an intercession for everyone and for all those who are in suffering—and Jesus has brought them as well into solidarity with us—and as a moment in which to learn from Him the way to live suffering as an expression of trust in the Father. It is this dialogue with God that becomes a font that enables us to trust men as well. From here we gain the inner strength to exercise all our responsibility and make ourselves open to conversion, according to what reality makes us understand about how a more human coexistence is possible in our world. We remember the words of the Bishop of Bergamo, one of the most affected cities in Italy, Bishop Francesco Beschi: “Our prayers are not magic formulas. Faith in God does not magically solve our problems, rather it gives us an inner strength to exercise that commitment that one and all, in different ways, are called to live, especially those who are called to contain and overcome this evil.”

Fraternally,
Bishop Brennan

RITE FOR EMERGENCIES – COVID-19

In the name of the Father, and of the Son, and of the Holy Spirit. *Amen.*

Jesus said: “For this is the will of my Father, that everyone who sees the Son and believes in Him may have eternal life, and I shall raise him on the last day.”

(SACRAMENT OF PENANCE)

Avoiding physical contact while raising his hand toward the patient the priest says:

God, the Father of mercies, through the death and resurrection of His Son has reconciled the world to Himself and sent the Holy Spirit among us for the forgiveness of sins; through the ministry of the Church may God give you pardon and peace,

AND I ABSOLVE YOU FROM YOUR SINS IN THE NAME OF THE FATHER, AND OF THE SON, AND OF THE HOLY SPIRIT. AMEN.

(APOSTOLIC PARDON)

THROUGH THE HOLY MYSTERIES OF OUR REDEMPTION, MAY GOD RELEASE YOU FROM ALL PUNISHMENTS IN THIS LIFE AND IN THE LIFE TO COME. MAY HE OPEN TO YOU THE GATES OF PARADISE AND WELCOME YOU TO EVERLASTING JOY. AMEN.

(LORD’S PRAYER; COMMUNION AS VIATICUM – COMMUNION ONLY WHEN POSSIBLE)

May the Lord Jesus Christ protect you and lead you to eternal life. Amen.

(PRAYER BEFORE ANOINTING)

Let us ask the Lord to come to our *brother/sister* (N.) with His merciful love, and grant *him/her* relief through this holy anointing. In faith we pray:

R. *Lord, hear our prayer.*

(ANOINTING WITH HOLY OIL USING COTTON SWAB OR COTTON BALL)

First the forehead: THROUGH THIS HOLY ANOINTING MAY THE LORD IN HIS LOVE AND MERCY HELP YOU WITH THE GRACE OF THE HOLY SPIRIT. AMEN.

Then the hands: MAY THE LORD WHO FREES YOU FROM SIN SAVE YOU AND RAISE YOU UP. AMEN.

(CONCLUDING PRAYER)

Father, You readily take into account every stirring of good will, and you never refuse to pardon the sins of those who seek your forgiveness. Have mercy on Your servant (N.) who has now entered the struggle of *his/her* final agony. May this anointing and our prayer of faith comfort and aid *him/her* in body and soul. Forgive all of *his/her* sins, and protect *him/her* with Your loving care. We ask this, Father, through Your Son, Jesus Christ, because He has won the victory over death, opened the way to eternal life, and now lives and reigns with You for ever and ever. Amen.

(BLESSING)

May the blessing of Almighty God, the Father, and the Son, and the Holy Spirit, come upon you and remain with you forever. Amen.

To All Priests, Deacons, Financial Staff

RE: Families First Coronavirus Response Act (FFCRA)

Over the past 3 weeks, Congress has passed legislation that is critical to responding to the COVID-19 Pandemic. Over that time, in-house Counsel (Tom Prunte), external Counsel (Kegler, Brown), the Catholic Conference and the Finance and Personnel Offices of the Diocese, have been working with people across the country to evaluate the legislation and determine its applicability and implementation relative to the Diocese.

The purpose of this communication is to address the provisions of the FFCRA, which have two principal parts that are addressed below – *the Emergency Paid Sick Leave Act* (references to “Paid sick Leave” below) and the *Emergency Family and Medical Leave Expansion Act* (referred to as “Expanded family and medical leave” or “EFMLA” below).

These provisions are applicable to employers with less than 500 employees. In determining how this would apply to our parishes, schools, agencies and offices, we have been guided by previous decisions on the applicability of the Family and Medical Leave Act (FMLA). This decision, made years ago, created three groupings:

- Parishes with schools, High Schools and consolidated elementary schools
- Parishes without schools and the Diocesan Offices
- Sponsored agencies and the Catholic Foundation

The decision of whether an employer must offer Family Medical Leave (FML) to their employees is based on the number of employees for that employer. For the first group, under the rules of FMLA, we aggregated the number of employees at each of these locations. The number exceeded the FMLA limit (50 full time equivalent employees) and therefore, the locations in the first group have offered FML to their employees. For the second and third groups, the FMLA rules did not require aggregation, so we used the number of employees at each location to determine if FML needed to be offered to employees.

The FFCRA is applicable to all employers with less than 500 employees. The new provisions apply to leave taken between April 1, 2020 through December 31, 2020. You may not count leave prior to April 1, 2020 under these new provisions.

Requirements of Expanded Family and Medical Leave and Emergency Paid Sick Leave

The FFCRA allows an employee (who has been employed by the employer for at least 30 days) to take a public health emergency leave to care for a *child* as follows:

- An employee, who is unable to work or telework **because the employee has to care for his or her child (under 18 years of age), whose school or place of care is closed or unavailable due to a COVID-19 public health emergency**, may take up to 12 weeks of job-protected leave.
- The first 10 days of the leave are unpaid, although the employee may elect to substitute any accrued paid leave (e.g., vacation, personal leave, PTO, sick leave) during some or all of the first 10-day unpaid period, or the employee may choose to elect Paid Sick Leave under the new law for this ten-day period (see below);
- For the subsequent portion of the public health emergency leave, the employer generally must pay the **qualifying** employee at two-thirds the employee's regular rate of pay, for the number of hours that the employee would otherwise be normally scheduled, up to \$200 per day and \$10,000 in the aggregate per employee.

The FFCRA imposes the paid sick leave mandate on covered employers (those with less than 500 employees) and provides a corresponding tax credit to employers which fall within the following parameters:

- Employees who are
 - (i) subject to a governmental COVID-19 quarantine or isolation order,
 - (ii) advised by a health care provider to self-quarantine due to COVID-19 concerns or
 - (iii) experiencing symptoms of and are seeking a medical diagnosis for COVID-19

are entitled to 80 hours of paid sick leave covering 100% of regular wages up to a cap of \$511 per day (or \$5,110 in the aggregate).
- Employees who are
 - (i) caring for an individual who is subject to a governmental COVID-19 quarantine or isolation order, or is self-quarantined due to COVID-19 concerns,
 - (ii) caring for a child whose school or daycare closed due to COVID-19, or
 - (iii) experiencing any other substantially similar condition to COVID-19, as specified by the Secretary of Health and Human Services,

are entitled to 80 hours of paid sick leave, covering no less than two-thirds of regular wages up to a cap of \$200 per day (or \$2,000 in the aggregate).

Subject to the parameters above, full-time hourly employees are entitled to 80 hours of paid sick leave, while part-time employees are entitled to the number of hours that they normally work in a two-week period.

In terms of applicability, we again would aggregate our High Schools, Consolidated Schools and Parishes with a school to determine number of employees. This number exceeds the less than 500 employee limit. Therefore the provisions of the FFCRA would not apply to these locations.

For Parishes without schools, the Diocesan Offices, our Sponsored agencies and the Catholic Foundation, each location would be evaluated separately. As none of the locations have 500 or more employees, the Emergency Family and Medical Leave Expansion provision and the Emergency Paid Sick Leave provision would apply to each.

Communication to Employees

Part of the FFCRA is that, for locations for which it applies, we post information on employee rights in a conspicuous place. The Stay at Home order creates challenges with this, but it is recommended that you pick a place where you normally post your Federal and State law posters and post a copy of the poster there. The poster is attached to this communication.

In addition, the FFCRA requires that, for locations for which it applies, employees receive communications regarding their rights under the Act. Complicating this is a Federal law that requires employees to opt-in to receiving electronic communications. We will be e-mailing each of your employees to obtain their opt-in. If we do not receive it, then we will mail communications to them using their home address in Paycor. The communication will consist of a cover letter from Dominic Prunte, and a copy of the poster.

Should you have any questions concerning this information, or have a situation you believe falls under either EFMLA or Emergency Paid Sick Leave, please contact Dominic or I so that we can help work through the provisions and assure that the Act applies to the situation. Employees who request to take advantage of these provisions will be required to submit documentation, which Dominic can outline for you when you contact him.

To All Priests, Deacons, Principals and Financial Staff

RE: Coronavirus Aid Relief and Economic Security (CARES) Act

Last Friday, President Trump signed into law the Coronavirus Aid Relief and Economic Security (CARES) Act. This legislation is extensive and will take time to fully analyze the provisions and how they apply to us and all Catholic entities. Currently, in-house Counsel (Tom Prunte), external Counsel (Kegler, Brown), the Catholic Conference and the Finance and Personnel Offices of the Diocese, have been working with the USCCB and Diocese across the country to evaluate the legislation and determine its applicability to us and how best to implement.

Because I know, through e-mail questions, that many are interested in this program, I wanted to provide you with what we know as of today. You should all know that Final guidance for the Paycheck Protection Program is still being developed by the SBA. The USCCB is actively involved in lobbying efforts with the SBA on behalf of Catholic entities across the country. We've been made aware the application and regulations will not be available until later this week or early next week. Please be aware that until we receive final guidance from the USCCB, **no entity should apply for one of these loans**. The USCCB is currently seeking clarification on how employees will be counted (i.e. aggregated in total for the Diocese or individually by EIN), whether these loans will be considered "federal funds" (which has a set of strings we may not be able to agree to), and what non-discrimination language will be included and whether the Bishops can agree to that language. As soon as we obtain further guidance from USCCB and the forms and guidelines are available, we will notify you whether we should proceed with completing applications.