



The Diocese of Huron

Date: March 20, 2020

To: Clergy and Churchwardens

From: Archdeacon Tanya Phibbs, Executive Archdeacon and Canon Paul Rathbone,
Secretary-Treasurer

Re: COVID-19 and Staffing

Thank you for your leadership during this very challenging time as churches and communities across Ontario are doing their very best to cope in ever changing circumstances. The Church is not immune to the wave of uncertainty. We know that as leaders of your congregation you are anxious and concerned about your church, parishioners, lay staff and what is to come. In times such as these we rely even more on our gift of faith which provides hope and encouragement.

We want to provide you with some resources, procedures and next steps to help you and the Diocese get a sense of what the next few weeks and months might look like as we manage the temporal realities of balancing budgets, meeting operating expenses, keeping revenues strong and supporting staff.

Many of you have questions about how to manage your staff under this difficult situation. We encourage you to try to continue to provide ministry and services to our communities and to preserve employment for your lay staff. You may consider work from home plans for staff members. If staff must work at the church building, please arrange hours so that no more than one person is at the church at any given time. This includes volunteers who may need to be reminded not to drop in to have a conversation with clergy or staff. At Huron Church House, we have initiated our work from home protocols. All staff have begun working from home effective March 17th and will continue to provide service to you remotely.

It is important at this juncture for you to assess your Church's current situation. Ask the question, "where will we be in 4, 8 and 12 weeks from now if the current closure remains in place?" Review your cashflow and prepare forecasts that include reductions in giving by 25%, 50%, etc. Are there reserves that you can draw upon? Are there payments or bills that can be deferred for a short period of time? This will help bring clarity as to when critical decisions will need to be made. **If you need assistance with this, please contact Canon Paul Rathbone prathbone@huron.anglican.ca or 434-6893 ext 240.**

Managing expenses is only one part of the puzzle, encouraging financial stewardship in times such as these is also critical. Every household will be experiencing the current situation differently. Some parishioners may have to reduce their offerings while others have the capacity to give more. Please inspire your community to be generous with sensitivity and thoughtfulness. Encourage parishioners who are not already on Pre-Authorized Giving to consider this option. Other remote opportunities to give may be found on the diocesan website. If you have a parish website, consider adding a link to your church's page on Canada Helps. Most parishes are already set up on Canada Helps.

There may come a point, try as you might, when you simply don't have the money to cover all of your expenses, including paying your staff. Having to terminate or lay off employees may be your only option. You will need to do this with compassion and in compliance with employment standards. Please see the chart on the next page for guidance. **Please do not lay any employees off without first consulting with our Human Resources Officer, Jennifer McLaughlin who can be contacted at jmclaughlin@huron.anglican.ca or 519-434-6893 ext 230.**

Each church in the Diocese of Huron is unique. A one size fits all approach to managing parish finances doesn't work very well. We encourage your leadership teams to work together in a creative, imaginative and hopeful way to provide essential ministry during these extraordinary times. Please remember we are here to serve you.

All Diocesan information shared during this time is also available on our [COVID-19](#) resource hub on our Diocesan website at diorhuron.org.

Some external resources:

The federal government is working on relief plans for employers. This assistance may impact your decisions on staffing. Please see the [link](#).

The provincial government intends to introduce legislation that, if passed, would immediately provide job-protected leave to employees in isolation or quarantine due to COVID-19, or those who need to be away from work to care for children because of school or day care closures. Please see the [link](#).

Protocols for Staff	
If your staff has flu symptoms (such as fever, cough and muscle aches)	<p>Advise them to:</p> <ul style="list-style-type: none"> • self-isolate, • contact their doctor prior to visiting for guidance on what to do, and • inform their supervisor. <p>If they are well enough, consider arrangements for them to work from home. If they are unable to work, they can be placed on paid sick leave if you have a sick leave plan and subsequently the sick leave benefits with Service Canada. A doctor's note is not necessary. If you don't have a sick leave plan, they can apply for sick leave benefits with Service Canada.</p>
If they come in contact with someone who has COVID-19, or come in contact with someone who is ill and who recently travelled to one of the COVID-19 affected areas	<p>Advise them to:</p> <ul style="list-style-type: none"> • self-isolate, • contact their local public health unit and/or call their doctor prior to visiting for guidance on what to do, and • inform their supervisor. <p>Consider work from home arrangements. If they are unable to work from home, they can be placed on the sick leave benefits with Service Canada. Doctor's note is not necessary.</p>
If they become ill with COVID-19	<p>Advise them to:</p> <ul style="list-style-type: none"> • self-isolate, • contact their local public health unit and/or call their doctor prior to visiting for guidance on what to do, and • inform their Supervisor. <p>They can be placed on paid sick leave if you have a sick leave plan and subsequently the sick leave benefits with Service Canada. Doctor's note is not necessary. If you don't have a sick leave plan, they can apply for sick leave benefits with Service Canada.</p>

Temporary Layoffs/Terminations for Staff	
Temporary Layoff or Reduction in Hours	<p>You can advise your staff member that you will be instituting a temporary layoff or a temporary reduction in hours lay off. With this notification, staff can immediately apply for EI benefits. An employee is on temporary layoff when an employer cuts back or stops the employee's work without ending their employment (e.g., laying someone off at times when there is not enough work to do).</p> <p>Under the ESA, a "temporary layoff" can last: not more than 13 weeks of layoff in any period of 20 consecutive weeks; or more than 13 weeks in any period of 20 consecutive weeks, but less than 35 weeks of layoff in any period of 52 consecutive weeks, under certain circumstances (reduction of hours). If an employee is laid off for a period longer than a temporary layoff as set out above, the employer is considered to have terminated the employee's employment. Generally, the employee will then be entitled to termination pay.</p> <p>If this becomes necessary for your parish employees, please contact Jennifer McLaughlin at jmclaughlin@huron.anglican.ca for guidance.</p>
Information about employee Record of Employment issued through central payroll	<p>A ROE is required following a break in earnings. What this means for those who are being paid to the end of March is there is no break in earnings until April 1.</p> <p>If an employee requires a ROE because they have another job, the reason issued will be Employee Request, if they are still being paid by the church. They just need to claim their income, they aren't forbidden from receiving it.</p> <p>The following are reasons as noted by Service Canada and can be used if they apply to the job at the church:</p> <p>If a person is under quarantine but does not have the disease: the reason on their record of employment must be "D – Illness".</p> <p>If a person goes into voluntary isolation: the reason on their record of employment must be "D – Illness". Claims will be evaluated on a case-by-case basis.</p>

	<p>If an employer closes his business, the reason on the worker’s record of employment must be “A – Lack of work”.</p> <p>If a worker refuses to work because of the risk, the reason on their record of employment must be “E – Voluntary termination” or “N = Leave. Claims will be evaluated on a case-by-case basis.</p> <p>If the church is closed and the staff will still be getting paid, then no ROE is required, unless the person has a break in earnings at another job.</p> <p>Any change or termination of pay must be appropriately communicated to the employee, and central payroll notified.</p> <p>Parishes administering their own payroll for lay staff will need to produce ROEs as appropriate, please contact HR for guidance before laying off or terminating any employee.</p> <p>Please contact Jennifer McLaughlin jmclaughlin@huron.anglican.ca for guidance.</p> <p>For a ROE to be issued: the wardens (or treasurer) will need to initiate a request to the diocese and provide the appropriate reason code. Please email the request to Hayley James at payroll@huron.anglican.ca</p>
<p>Terminations</p>	<p>Under the ESA: an employer can terminate the employment of an employee who has been employed continuously for three months or more if the employer has given the employee proper written notice of termination and the notice period has expired; or an employer can terminate the employment of an employee without written notice or with less notice than is required if the employer pays termination pay to the employee.</p> <p>https://www.ontario.ca/document/your-guide-employment-standards-act-0/termination-employment#section-4</p> <p>Please contact Jennifer McLaughlin at jmclaughlin@huron.anglican.ca for guidance</p>

Electronic Means of Giving	
Pre-Authorized Giving (PAG)	<p>Encourage parishioners who do not already use Pre-Authorized Giving to do so. A form for your parishioners to fill out may be found here. For changes to current PAG users wishing to make a change, the treasurer should use this form to send the information to the diocese. If you cannot currently print and scan to email, please email all information on the form to accounting@huron.anglican.ca. If you have any questions, please email Terri Ellison at accounting@huron.anglican.ca or call 519-434-6893 ext 236 (Please note that Terri is your primary contact person for PAG while we are working from home.)</p>
On-line through Canada Helps	<p>To donate to a parish through Canada Helps click here. This will take you to the Canada Helps webpage where you will enter the parish's name. The vast majority of our parishes may be found on this website. To donate to the diocese, please click here.</p> <p>These links are also available on the home page of our website www.diohuron.org and on our COVID-19 resource hub.</p> <p>Parishes with websites may wish to place a direct link to their Canada Helps page on their website.</p> <p>Canada Helps will directly tax receipt any donations made through them.</p>
On-line through Paypal	<p>If you wish to donate to either your parish or the Diocese through PayPal, please click here.</p> <p>Tax receipts will be issued by the Diocese</p>

Protection Protocols

We want to remind everyone that the best way to prevent infection is to avoid being exposed to this virus. How to protect yourself:

- Practice social distancing (2 meters apart).
- Wash your hands often with soap and water or use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are ill.
- Stay home when you are ill.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands.
- If you don't have a tissue, sneeze or cough into your sleeve or arm.
- Clean and disinfect frequently touched objects and surfaces.

Please continue to check local public health units for ongoing updates to guidance, because the situation is evolving.

We are grateful for your leadership, resilience and ongoing cooperation with this situation.

If you have any questions or concerns, please don't hesitate to contact Jennifer McLaughlin, Human Resources Officer jmclaughlin@huron.anglican.ca or Archdeacon Tanya Phibbs, Executive Archdeacon tphibbs@huron.anglican.ca.

Resources	Contact Info	Reason
<p>Incorporated Synod of the Diocese of Huron</p> <p>190 Queens Ave</p> <p>London ON</p> <p>N6A 6H7</p>	<p>Human Resources Department 519-434-6893</p> <p>Archdeacon Tanya Phibbs, Executive Archdeacon ext 226 tphibbs@huron.anglican.ca</p> <p>Jennifer McLaughlin, CHRL, Human Resources Officer ext 230 jmclaughlin@huron.anglican.ca</p>	<p>Parish Support Employee Relations, Recruitment, Endings/Dismissals, Performance Management, Policies, Responsible Ministry: Safe Church</p> <p>https://diohuron.org/resources/</p>
	<p>Administration and Finance Department 519-343-6893</p> <p>Canon Paul Rathbone, Secretary Treasurer ext 240 prathbone@huron.anglican.ca</p> <p>Sarah Chase, Synod Administrator ext 233 schase@huron.anglican.ca</p> <p>Terri Ellison, Accounting Coordinator ext 236 accounting@huron.anglican.ca</p> <p>Hayley James, Payroll Clerk ext 234 payroll@huron.anglican.ca</p>	<p>Parish Support Property, Investments, Payroll, Pre-Authorized Giving</p>

Resources	Contact Info	Reason
Completing Record of Employments; ROE's for parish employees not paid through central payroll	Electronic ROE's https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/ei-roe.html#s2 Paper ROE's https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/ei-roe.html#s3	To completed for sick benefits, temporary lay offs or lay offs in parishes where lay employees are not paid through central payroll at the diocesan office
For Staff: Applying for EI Benefits	https://www.canada.ca/en/services/benefits/ei/ei-sickness.html	For staff to use to apply for EI benefits

Resources	Contact Info	Reason
<p>Where Do I Get Information?</p> <p>Diocesan Website - Resources</p>	<p>https://diohuron.org/resources/</p> <p><u>Diocesan</u></p> <p><u>Clergy Toolbox</u></p> <p><u>Parish Toolbox</u></p> <p><u>Finance / Admin Toolbox</u></p>	<ul style="list-style-type: none"> • Diocesan resources including Canons and Constitution; policies and procedures; synod • Clergy resources including benefits; liturgical standards • Parish resources including HR resources; stewardship resources and Pre-Authorized Givings • Finance/Admin Resources including Apportionment; financial and year end forms
<p>Ministry of Labour Employment Standards Act</p> <p>✓ ESA: Workbook for employers</p> <p>✓ Poster:</p>	<p>London: (519)439-2210</p> <p>Toll free:</p> <p>Ministry of Labour 1-800-265-1676</p> <p>Employment Standards 1-800-531-5551</p> <p>https://www.labour.gov.on.ca</p>	<ul style="list-style-type: none"> • Leaves: emergency, family medical, maternity, parental, disability and sickness • Frequently Asked Questions • Hours of Work & Overtime • Minimum Wage • Public Holidays • Termination of Employment & Severance Pay • Vacation

<p>Shepell-fgi</p> <p>Employee Assistance Program for Clergy and Dependents</p>	<p>For diocesan clergy</p> <p>Toll free 24 hours a day 1-866-833-7690</p> <p>http://www.shepellfgi.com/healthy-balance/CA-EN/index.asp</p>	<ul style="list-style-type: none"> • Your Employee Assistance Program (EAP) is a confidential and voluntary support service. You can receive support over the phone, online and in person.
<p>Occupational Health and Safety Act</p>	<p>1-877-202-0008</p> <p>Mon – Fri 8:30 a.m. – 5 p.m.</p> <p>https://www.labour.gov.on.ca/english/hs/faqs/ohsa.php</p>	<ul style="list-style-type: none"> • What does OHSA require? • Who is covered? • How are OHSA and its regulations endorsed? • What is your responsibility?

Resources	Contact Info	Reason
Zoom Videoconferencing	<p>https://zoom.us/pricing</p> <p>Training videos. The second 60-minute video covers the features best.</p> <p>https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions</p>	<ul style="list-style-type: none"> • Videoconferencing Tool
Google Hangouts	<p>All licenced clergy have as part of their diohuron.org Gmail accounts a Google Suite that includes Google Hangouts, a video conferencing tool that can be used for meetings, study groups and more. As long as the person scheduling the event has a Google Suite, it is not necessary for the other participants. A guide to scheduling a meeting may be found at our COVID-19 resource hub.</p>	
Assistance with technology needs	<p>At the request of the Grants and Loans committee through the Administration and Finance committee, the Diocesan Council has authorized a grant of up to a maximum on \$750 per church to assist parishes in obtaining technology that will assist with live-streaming, recording or other ways to reach out while at a physical distance. Please scan and send receipts to Terri Ellison at accounting@huron.anglican.ca for reimbursement.</p>	

