

From: Fr. Michael J. Lumpe
Sent: Tuesday, April 14, 2020 3:43 PM
Subject: Update Letter to Priests
Attachments: Guidance on School Issues (1).pdf; Temporary building closure- Bi-weekly checklist (1).pdf

Brother priests,

I have just one issue to share with you today. Please take note of the following information and attachments from Bill Davis:

1 – Over the past 3 weeks we have had a number of School financial issues raised. The attached provides Guidance on these issues.

2 – It is critical during this time that we keep a close eye on our buildings to assure that they are secure and that all systems are operating. The Facilities Office has developed guidance on things your maintenance staff should be doing at least every other week. Please reach out to Bruce, Bob, Rob or Sheri if you need support.

William S. Davis, Finance Director

Catholic Diocese of Columbus

(614) 224-1221 ext. 1633

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As we continue to celebrate the joy of this Easter Octave, let us remember the words of the psalmist today: "May your kindness, O Lord, be upon us who have put our hope in you."

Fraternally,

Bishop Brennan



Catholic Diocese of Columbus

Finance Office
614-224-1221

Memorandum

To: All Priests, Principals and Financial Staff
From: William S. Davis – Finance Director
Adam Dufault – Superintendent of Schools
Date: April 13, 2020
Re: Guidance on School Issues

Over the past 3 weeks, there have been a number of school based questions, related to Tuition, Off-staff Coaches and Activity Fees. The following provides guidance on these issues:

Tuition

In certain instances, families have reported an inability to pay their remaining tuition payments due to issues arising from COVID-19, such as loss of job by one or both parents. Although we believe that the payment is still the family's responsibility as we continue to hold class through distance learning, we truly do understand their predicament, and want to work with them in a compassionate way. What we would like to recommend is a Tuition deferral program. Under this program, ONLY for families who raise to you an inability to pay, is to move their remaining payments to the 2020-2021 school year. Under this program, you would take the remaining tuition and divide it over your normal collection period beginning either in August or September, depending on when you normally start collection. Even if their child will not return next year due either to graduation, or to parental choice, you can still offer the deferral program.

To implement this program, you would need a short agreement letter signed by the parents that essentially says: "We/I hereby agree to pay the balance of Tuition due for the 2019-2020 school year, paid monthly over the period August 2020 to May 2021". If you choose you can add the actual amount owed and what the monthly payment will be. Feel free to modify the from and to date based on your normal practice.

Hopefully this will help those families in need. If you use FACTS you can then stop collection of tuition for this year and add the amount to be collected to next year's monthly payments.

Paying Off-Staff Coaches for Spring Sports

When we first asked that all employees be paid their regular pay for April, we did not contemplate the issue of off-staff coaches of Spring sports. Clearly there will be no Spring sports so much of the time they would have spent will not be required. However, with the introduction of the Paycheck Protection Program loans, we should have enough funds to include payment to these coaches. Their situation is not the same as our regular employees who are dependent on pay from us to afford to live, but for some, it is still important. This should also help in retention of those coaches for next Spring. So please include payment to them in your plans.

Fees Paid by Parents for Sport and Activities

For many schools, particularly High Schools, fees have been collected for sports and other activities that will not occur. We need for schools to summarize this data. Summarize the fees collected, by activity/sport and the amount of expense incurred using those fees. If no expenses have been incurred, then we should return the full fee to the family. If you have incurred expenses, the amount remaining after expenses should be divided by the number of families paying the fee, and this prorated amount returned to each family.

Should you have questions, please do not hesitate to let us know.

Temporary building closure- Bi-weekly checklist

1. Air Quality & Ventilation

- Ensure HVAC systems operate properly and air is circulated throughout the building even when no one is using it.
- Maintain humidity levels between 30 – 60 percent.
- Ensure all ventilation is working properly so your building is getting some fresh outside air.

2. Water Quality

a. Avoid water stagnation

- Stagnation can typically be avoided by employing a strict flushing regime ensuring that all outlets (faucets, taps, showers, toilets) are flushed on a regular basis.
- Ensure drain traps don't go dry, add water occasionally.
- Locate the faucet furthest away from the service line on each wing and floor of the building, open the faucets wide, and let the water run for 10 minutes.
- Open valves at all drinking water fountains without refrigeration units and let the water run for roughly 30 seconds to one minute, or until cool.
- Let the water run on all refrigerated water fountains for up to 15 minutes.
- Open all kitchen faucets (and other faucets where water will be used for drinking and/or cooking) and let the water run for 30 seconds to one minute, or until cool.

3. Moisture

- Conduct regular inspections of buildings, especially sub grade portions for water intrusion. Insure sump pumps are operating, cycle them if possible. Stay out of elevator pits.
- Inspect for mold.
- Any significant standing water should be dealt with by a professional restoration company. Do not walk into standing water in a sub grade portion of your building.

4. Safety and Security

- Conduct regular inspections of alarm and reporting systems (Fire, Security, Boiler, phones, etc).
- Check in with other people when going into an empty building and when leaving.
- Walk perimeter, check all doors and windows for secure.
- Check that Freezers and Refrigerators are maintaining proper temperatures