



# Memo

**Date:** September 10, 2020

**To:** Priest, deacons, men and women religious, parish communicators, principals and presidents, chancery staff

**From:** Most Reverend Gregory John Hartmayer, OFM, Conv., Archbishop of Atlanta

**Re:** “Soft” reopening of chancery

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Effective Monday, September 14, we will be reopening the chancery building to employees. Visitors will still be discouraged. Visitors to the building will require the approval of a member of the Secretariat. Please review thoroughly the [Epidemic/Pandemic Policy](#) again to be certain you understand the requirements for reentry. Additionally, it is very important to avoid gatherings in close spaces like workrooms and the elevators. We have installed forehead thermometers in the main lobby and the back first floor entryway. Make sure to take your temperature before entering the building and follow the posted requirements if your temperature is above 100 degrees.

Face coverings are mandatory in those areas outlined in the policy. No exceptions. The policy also outlines the steps to be taken if an employee or visitor tests positive for COVID-19. Links to CDC guidelines are contained in the policy. Attendance at Mass in the chapel is limited. If you attend, you must sign-in on the sheet provided at the chapel entrance. Wear a mask and maintain social distancing.

The pandemic is not over and we must take all necessary precautions to ensure we maintain a safe office environment for everyone.