



Updates for Delbarton Employees

From the Business Office...

COVID-19 Testing

Our insurance company, Christian Brothers Services, has waived the copayment for any coronavirus test that is administered to a covered employee.

Pension Plans Update

Regarding pension plans, the stimulus bill recently passed by the U.S. Congress waives the normal 10% penalty for withdrawal of funds from a 403(b) plan before reaching the age of 59 1/2. There may be tax implications by withdrawing any funds, and Delbarton employees are advised to consult with their accountant prior to withdrawing any funds.

If you have any questions, email Business Manager Mike Pellechio at MPellechio@delbarton.org.

From Buildings & Grounds...

Because of decreased Housekeeping staff availability, access to Delbarton campus buildings for faculty and staff is restricted. The following changes to school building access, effective Tuesday, March 31, 2020, are in effect until further notice:

1. Unless your job cannot be performed online and off site, please do not come to your office or workspace in school buildings.
2. Teachers are no longer permitted to use any classrooms in any school building for instructional purposes.
3. All meetings, including the twice weekly Crisis Management Team (CMT) meetings, will be held via Zoom and not in person.
4. If you must come into your office or work space, please clean up your office and wipe down your desk with Clorox wipes or an alternate cleaning product. Please notify Alecia Ho-Sang if you are coming in and what office or workspace you are using.

The use of rooms must receive prior approval from Assistant Headmaster for Student Affairs Chuck Ruebling '79 or Headmaster Fr. Michael Tidd, OSB. For the essential employees that are working and using the cafeteria, please continue with safe distance protocol when eating lunch. Please consider a gap of two or more seats as a safe distance apart. While school buildings are closed, the Delbarton Buildings & Grounds staff will continue to respond to service calls from Faculty Housing, Infirmary and the Abbey between 8:30 am to 2:30 pm.

Please refrain from using:

- Retreat Center (closed)
- 40 acres (closed)
- FAC (closed)
- Trinity Hall (closed except offices)
- Science classrooms (closed except offices)
- Gym's (closed, do not use weight room)
- Old main (closed except offices)
- Locker rooms (closed)
- Tennis courts (closed)

For Delbarton employees, in the event that you need assistance/services from Buildings & Grounds, please call or text the person on duty as detailed in a recent email from Director of Buildings & Grounds Michel Rimpel. Email him at MRimpel@delbarton.org here if you have any questions.