

Notice To: All Funeral Directors

From: Catholic Cemeteries of Long Island

- Cemetery of the Holy Rood, Westbury
- Queen of All Saints Cemetery, Central Islip
- Holy Sepulchre Cemetery, Coram

Date: April 1, 2020

Subject: Coronavirus Impact on our Operations – Update April 1, 2020

Together, we have shared an incredible month, and we could not be prouder of the way we, the funeral directors and our team at Catholic Cemeteries of Long Island, have taken on the challenges so far. Collectively, we continue to support the families and fulfill our mission in a safe, thoughtful, and caring manner. Thank you!

We wanted to get an update out to you all on additional steps underway, and a token of our appreciation.

To recap, as this crisis first started to unfold, we took certain steps within our control, including:

- Increased hand washing emphasis and greater presence of hand sanitizing dispensers at our facilities;
- Increased cleaning of our facilities;
- Implementation of “social distancing”, which has included spreading people out across our facilities, emphasizing that employees who feel ill stay at home, and introducing some limited work-at-home conditions;
- Staggering lunch-breaks for our staff;
- Closing our front lobbies to visitors and requesting that funeral directors contact phone us upon arrival;
- Canceling Masses and our Stations of the Cross events;
- Prohibiting committals in our chapels;
- Limitations on gravesite committals and attendees.

We believe these steps, and everyone participating in enforcing these steps, have helped us protect our staff, those of you from the funeral homes, and the families who visit us during this troubled time.

At this time, we are ramping up with further steps, including:

- **Requirement for embalming all bodies to be entombed in our mausoleum buildings**

We wish to remind you that Item 7 of our Rules and Regulations for entombments in any of the mausoleum buildings states: *In order to prevent problems associated with the entombment of human remains, **all bodies must be properly embalmed.***

We will be requesting written confirmation from the funeral director that the body being delivered to the cemetery for entombment has been properly embalmed.

- **Safety of Customer-Facing Staff**

We have ordered additional PPE (Personal Protective Equipment) for our field staff members and office workers whose positions are customer-facing for their use, if they deem it appropriate.

(We remind all that the best things we can do to keep ourselves and each other safe includes social-distancing and frequent hand-washing.)

- **Office Staff**

We are placing a moratorium on further monument, inscription, emblem, portrait and vase requests.

- **Field Staff**

Burials to start as early as 9 am, but require that everyone is in by 12:30 pm.

Placing a moratorium on further disinterments. (Disentombments and disinterments may still be considered, if they can fit in our schedules.)

Directing that only immediate family members attend at the gravesite for a committal, with any others viewing from their vehicles;

Directing that all committal attendees remain at least ten feet back from cemetery staff before, during and after the committal.

All of the above changes will remain in effect until further notice.

Conclusion and Appreciation

We have all heard the recent reports that anticipate an increase in mortality which will result in an increase in the number of burials at our cemeteries in the upcoming weeks/months. We would like you to know that Catholic Cemeteries of Long Island has been and will continue to facilitate the timely burials of those who have chosen our cemeteries and the staff at Catholic Cemeteries will continue to work closely with all of our funeral directors.

We truly appreciate all you do to further our mission, and we want to make sure we express our appreciation for your tremendous efforts in these challenging times. Thank you for your understanding as we all try to navigate through this difficult time as safely as possible, and for your continued support for our families, for our company, and for each other.

Catholic Cemeteries of Long Island

Rich Bie, CEO/President

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