

<b>Use of Face Coverings in the Event of an Infectious Disease Outbreak</b>	<b>HR</b>	
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<b>Approved By:</b> Policy and Practices Committee	<b>Document Owner:</b> Human Resources	

### Purpose

As a leading health care company, it is critical that we take responsibility for our own health and be conscious of our impact on those around us, especially for the vulnerable clients and patients who rely on our judgment, standards and quality. This policy provides instruction for wearing face coverings when required by the company and/or state regulations due to a natural disaster, infectious disease outbreak or pandemic, building-related health and safety concerns, or other reasons.

The policy will remain in effect until otherwise communicated.

This national policy applies to all office and care delivery settings within the company.

### Responsible Parties

All Teammates (Employees) and Contractors. Executive Directors, Branch Managers and Supervisors are responsible to ensure that all responsible parties are aware of the policy and comply.

### Policy

In office settings, employees are required to wear a face covering. Surgical masks are preferred over cloth masks as they offer greater protection. Wearing a mask is optional if in a private office with the door closed. All are required to wear a mask in common areas, including bathrooms, break rooms or other shared spaces, as well as hallways.

In care settings, the use of surgical masks (rather than cloth masks) is strongly recommended unless otherwise required by the situation to use an N95 or KN95 mask (e.g., treating a COVID-positive client/patient or client/patient exhibiting symptoms).

Employees who fail to comply with this policy will be counseled and reminded to comply. Repeated, intentional violations of this policy will result in corrective action.

Note: some state and local departments of health may have more stringent requirements. In this case, the more stringent requirement will be followed to ensure compliance with state and local regulations.

See also: Infection Control Policy, and the protocols available on the REACH COVID-19 site.