

<b>Use of Face Coverings in the event of an infectious disease outbreak</b>	<b>HR</b>	
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### 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 all office settings, teammates are required to cover their face (any type of face covering or mask is acceptable) in all situations where social distancing is not possible (less than 6 ft distance). Wearing a face covering is optional if in a private office or a workstation where social distancing is possible. However, all will be required to wear a face covering in common areas, primarily including bathrooms, break rooms or other shared spaces, as well as hallways if there will be people present.

In care settings, cloth face coverings are worn where social distancing is not possible (less than 6 ft distance) unless directed by the supervisor or required by the situation (treating a COVID-positive client/patient or client/patient exhibiting symptoms) to use personal protective equipment (PPE), such as surgical or N95 masks.

Teammates 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 areas 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.