

FACIAL COVERING POLICY

The U.S. Equal Employment Opportunity Commission (EEOC) has released guidance that indicates that an employer may require employees to wear PPE, such as a face covering, gloves, or gowns, to reduce transmission of COVID-19.

Additionally, the Centers for Disease Control and Prevention (CDC) recommends individuals wear cloth face coverings in public, and where social distancing measures are difficult to maintain.

This policy is temporary and will be in effect until such time that the of transmission of the disease has decreased to an accepted level as determined by the State of California or by the CDC.

AN EXPLANATION WITH FACTS

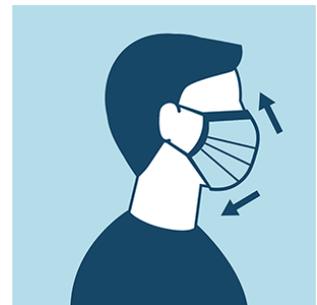
CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission.

It is critical to emphasize that maintaining 6-foot social distancing remains important to slowing the spread of the virus. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

INSTRUCTIONS FOR PROPER WEAR

Steps to put on the facial covering

1. Wash your hand thoroughly for at least 20 second.
2. Grab both ear loops of the facial covering and place it over your nose and mouth.
3. Place the loops over both ears at the same time.
4. Adjust the facial covering to completely cover your nose.
5. The mask should fit under your chin.
6. Avoid touch the front of your facial covering, after adjusting it



Steps to remove your facial covering

1. Wash or sanitize your hands.
2. At the same time place your index finger behind your ears and under the loops.
3. In one motion take off the facial covering.
4. Do not touch the front of the facial covering.

WHEN EMPLOYEES SHOULD WEAR FACIAL COVERINGS

Face coverings shall be worn upon:

1. Entering any of CAPK's locations.

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2. In all common/public areas including:
 - Lobbies
 - Elevators
 - Hallways
 - Breakrooms
 - Meeting rooms
 - Bathrooms
3. In offices other than your own.
4. In shared offices.
5. In cubicles where office panels at or lower than 48".
6. Employees can remove facial covering when alone in segregated spaces such as:
 - private offices or cubicles with sufficient panel height
 - when on break
 - when eating or drinking
 - outdoor workspaces where employees do not regularly come within six feet of others.
7. The facial covering must be sufficient to cover the mouth and nose.
8. Employees and visitors will be provided a facial covering if they do not have one.
9. Facial coverings do not supersede the requirements for physical distancing.

Storing facial coverings during breaks

1. After removing the facial covering as instructed above.
2. While holding the loops of the facial covering, fold the facial covering in half
3. The inside of the facial covering should be touching.
4. Place in a paper bag, or
5. Place facial covering on top of paper towels or tissues.
6. Cover the facial covering with another paper towel or tissues.

CAPK will provide cloth facial coverings to all employees.

1. Each employee shall have a sufficient quantity of facial covering to last approximately 2 weeks.
2. Each employee is responsible for the for bringing and wearing of their facial covering to work.
3. At the end of each day used facial coverings will be deposited into the soiled linen disposal bag for laundry service.
4. Each disposal site will be clearly marked and place conveniently by exit doors.
5. The facial coverings that are provided to you should not be taken home and laundered.
6. The facial coverings are specially treated to help lower the transmission of COVID-19.

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Employees' own personal facial coverings should:

1. Facial covering must be clean.
2. Fit snugly but comfortably against the side of the face.
3. Fit over the nose and under the chin.
4. Be secured with ties or ear loops.
5. Include multiple layers of fabric.
6. Allow for breathing without restriction.
7. Facial covering must be laundered daily and machine dried without damage or change to shape.

REASONABLE ACCOMMODATION OF MEDICAL CONDITION SUPPORTED BY HEALTHCARE PROVIDER

If an employee has a medical condition, documented by a healthcare provider, that requires accommodation, we will engage in an interactive process to seek a reasonable accommodation.

REASONABLE ACCOMMODATION OF RELIGIOUS BELIEFS

If an employee holds religious beliefs or tenets protected under state or federal law, we will engage in the interactive process to seek a reasonable accommodation.

THE CONSEQUENCES OF NOT ABIDING BY POLICY

If an employee fails to wear a face covering the employee may be sent home on administrative leave for violation of the face covering policy. The employee may return to work either when 1) the employee provides documentation of a health condition or religious issue with wearing the face covering; or 2) when the employee wears a face covering.

STATEMENT OF ACKNOWLEDGEMENT

FACIAL COVERING POLICY

I have received a written copy of CAPK's Facial Covering Policy. I fully understand the policies and agree to abide by them.

Employee Name (printed)

Employee's Signature

Date

If you have any questions regarding this policy, please contact Risk Management Supervisor.