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| Mask/Face Covering Policy Document Margins = .5'' top/bottom/left/right; .3'' header/footerFont = 18pt Arial Bold All other font = 12pt ArialColumn 1 width = 3''Column 2 width = 2'' | **Last Revision:** | September 2020 |
| **Last Reviewed:** | September 2020 |
| **Applies to the following THA Group of Companies:**  | * Island Health Care
* Island Hospice
* Independent Life at home
* RightHealth®
* THA Services
 |
| **Included in the following THA Manuals:** | [Policy & Procedure Manual][Section #] |

### PURPOSE

*This policy addresses the required use of cloth face coverings recommended by CDC to slow the*

*spread of COVID-19. This policy does not address and does not apply to job functions that require respiratory protection or masks as a form of personal protective equipment. Please refer to the Personal Protective Equipment (PPE) Policy for further guidance applied to these job functions.*

### POLICY

The health and safety of employees is our highest priority. Following guidance from the CDC and

other governmental authorities, the Company is requiring all visitors and employees to wear cloth face coverings while on company premises. Employees may wear a mask of their personal choosing. If unable to obtain a mask, the company will provide one. The cloth face coverings recommended by the CDC are not

medical grade surgical masks or respirators. But, based on available guidance, cloth face coverings

may help slow the spread of COVID-19 by providing some protection from respiratory droplets.

Please refer to the PPE policy or available posters on further instruction on how to wear, clean

and dispose of your mask. Should you require a replacement, contact Talent Management OR Due to the current short supply of cotton masks, we encourage all employees who require a simple cloth face-covering to

follow CDC guidance on creating your own cloth face-covering.

### PROCEDURE

Cloth face coverings should:

 fit snugly against the side of the face;

 be secured with ties or ear loops;

 include multiple layers of fabric;

 allow for breathing without restriction; and

 be able to be laundered and machine dried without damage or change to shape.

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth

face covering and wash hands immediately after removing. If the cloth face covering needs to be

removed at points during the workday, the face covering should not be placed directly on any surface. Cloth face coverings that are visibly soiled or are damp should not be worn. Disposable

masks, if worn, must be placed wrapped in tissue or a bag before being placed in a trash receptacle.

Please note that face coverings are an additional health protection, but they do not guarantee

against the spread of the virus, and they do not replace important practices to keep yourself well:

hand hygiene, staying home when symptomatic, and social distancing whenever possible. Further,

cloth face coverings may present their own risks. Employees whose health or safety is put at risk

by a cloth face covering should discontinue its use and contact Talent Management.

Where local law imposes more restrictive requirements regarding face coverings, the Company

will comply with the more restrictive law's requirements.