

CICL FACE MASK PROTOCOL

June 15, 2020

GENERAL GUIDANCE

It is extremely important in this time of the COVID-19 pandemic for ALL staff to wear face mask when in the company of others. The following expectations are in effect in all areas of CICL operations.

- ***When traveling in a vehicle with others, a face mask must be worn by staff***
- ***When in a room with other staff or with clients a face mask must be worn by staff***
- ***When in proximity of other staff, clients, or visitors (closer than 6 feet) a face mask must be worn by staff***

There is instruction on the CHOICESYOU website that shows the proper method of wearing a face mask. All employees have been instructed to watch the video when they logged in to report work.

SUPERVISOR/MANAGER ROLE FOR FACE MASK ACCOUNTABILITY FOR ALL STAFF

Supervisors have the responsibility for setting the expectation and holding their employees accountable for wearing face masks. Whenever a supervisor becomes informed or aware of an employee not wearing face mask as instructed, the supervisor should inform the employee of the expectation and should send them a message in ACCELTRAX instructing them to view the video on wearing the face mask. IF there are questions, the supervisor is expected to contact the CICL nurse on call to get their help and support on the issue.