

## **4.8a : FACE COVERING POLICY** (rev 11-18-2020)

This policy applies to all YMCA employees and any person performing services on YMCA property, unless an exemption applies. This policy is intended to comply with the Center for Disease Control (CDC), Ohio Department of Public Health, and Summit County Department of Public Health requirements. This policy shall apply during the current COVID-19 pandemic and from time to time thereafter, as may be determined by the YMCA.

### **FACE COVERINGS ARE MANDATORY**

All employees, contractors, and vendors, except as specifically exempted below, must wear a Face Covering when entering all YMCA Facilities or while conducting YMCA business at all times. Individuals exempted from wearing a face covering must wear a face shield unless also exempted from wearing a face shield.

### **FACE COVERING DEFINITION**

"Face Covering" means a face covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose, mouth, and chin and secured with elastic loops or ties, without leaving gaps on the sides. A Face Covering may be factory-made, handmade or improvised from household materials. Examples include, but are not limited to, neck gaiters, homemade coverings, and disposable masks. A covering that hides or obscures the wearer's eyes or forehead is not a Face Covering within the meaning of this policy.

Face Coverings that incorporate an unfiltered valve that is designed to facilitate easy exhaling is not a Face Covering under this policy and is not to be used to comply with this policy. Valves of that type permit droplet release from the mask, putting others nearby at risk.

### **FACE SHIELD DEFINITION**

"Face Shield" means a type of mask, made of clear plastic, that covers the wearer's entire face (eyes, nose, and mouth), typically secured at the forehead, nose, or chin. Upon prior approval, a face shield may be used as an alternative facial covering if an exemption applies.

### **APPEARANCE**

The YMCA strives to maintain a professional workplace free from unnecessary distraction or disruption. Attire and personal appearance should at all times convey professionalism to co-workers, business associates and the general public. These general principles apply when wearing a face covering in the workplace in addition to Personnel policy 3.12 Professional Appearance & Dress Code. Face Coverings must be professional in appearance, and non-disruptive to the workplace. Management may require an employee to immediately replace a face covering that is unprofessional or disruptive to the workplace.

### **EXEMPTIONS**

Employees, contractors, and vendors may be exempt from wearing a Face Covering if one or more of the following apply:

- a. A medical condition including respiratory conditions that restrict breathing, mental health conditions, or disability contraindicates the wearing of a facial covering;
- b. When communicating with someone who is hearing impaired or has another disability where seeing the mouth is essential for communication;
- c. The individual is alone in an enclosed space, such as an office, or in lieu of an enclosed space, the individual is separated by at least six feet in all directions from all other individuals, and in either case the space is not intended for use or access by the public and a face covering must be worn when exiting this area;
- d. Facial coverings are prohibited by law or regulation; in violation of documented industry standards; in violation of a business's documented safety policies; or
- e. Other exemptions set forth by federal, state, or local health authorities will be evaluated on a case-by-case basis.
- f. Aquatics: Lifeguards are not required to wear a face covering when "rescue ready"; but should wear one at all other times. Instructors must wear a face shield during instruction; a face covering is required when not instructing.
- g. Exercise: We are not currently allowing an exemption for exercise or sports activities as of 11-18-2020.

The YMCA must be able to provide written justification to the State of Ohio Department of Health, upon request, explaining why an employee is not required to wear a face covering in the workplace. If a manager grants an exemption to an employee, other than exemption "(c) the individual is alone", the manager must notify Human Resources.

### **ENFORCEMENT**

Managers are responsible for enforcing this policy. Any employee not wearing a Face Covering in accordance with the directives contained in this policy will be required to immediately comply or will be asked to leave YMCA property. Willful or repeated failure to comply with this policy may subject an employee to discipline.

### **PRIVACY & NO GOSSIP POLICIES**

Privacy is an important issue when dealing with community illness and is addressed in the YMCA's personnel policy "Section 10: Internal Privacy Policy" and in "Section 3.14: No Gossip Policy". Staff members should not discuss personal information, including medical information, with anybody other than their supervisor or human resources; and then, only if the information is relevant to work and safety at the YMCA.