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Mask Enforcement Toolkit

MANAGERS & SUPERVISORS

11/25/2020

Agenda

- Policy Highlights
- Framework for Adherence
- Response to Noncompliance
- Creating Advocates

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Policy Highlights

- All individuals on Company's premises must wear an approved face mask.

- Acceptable face coverings include 3-layer disposable face masks and cloth face masks. Gaiters and bandanas are prohibited.

- Face masks are required to cover both the nose and mouth when unable to maintain, or when not maintaining, social distance.

Policy Highlights

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Examples of mask wearing requirements (not all inclusive)

- When entering the lobby, communal bathrooms and hallways.

- When storing items or collecting items in locker rooms.

- When standing at the time clocks waiting to punch in or out.

- When preparing or gathering food for breaks or lunches

- When outdoors in the presence of others if physical distancing is difficult to maintain (picnic tables, benches, smoking areas etc.).

Policy Highlights

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Situations where a face mask may be moved below the nose and mouth to ease breathing when:,

- Alone in a private office or work area and physical distancing from others can be maintained.

- Working behind plexiglass barriers and physical distancing from others can be maintained.

- Actively engaged in eating and/or drinking and appropriately distanced from others in an indoor or outdoor space.

Framework for Adherence

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- **Individuals:** Take personal accountability to keep themselves, their colleagues and our community healthy and safe by complying with Company's Universal Mask Policy.

- **Supervisors & Managers:** Set clear expectations of accountably by creating consistent messaging, practices and addressing non-compliance.

- **Company Messaging:** Communications and signage will set the tone through out our facilities reminding employees and visitors of the importance of following these safety practices.

- **Company Policy:** Sets clear and consistent policies and procedures for the health and safety of our employees and our community.

What We Know

1 Coronavirus is spread primarily through exposure to respiratory droplets exhaled by infected people when they breath, talk, cough, sneeze or sing.

2 The CDC estimates that more than 50% of all infections are transmitted from people who are not exhibiting symptoms.

3 CDC studies have shown that 40 -45% of infected people never develop symptoms.

4 Among people who do develop symptomatic illness, transmission risk peaks in the days just before symptom onset and for a few days thereafter.

5 Cloth masks can stop people from exhaling droplets of mucus or saliva that carry the virus. These particles can fly directly onto others, fall onto surfaces to be picked up, or linger in the air – especially in closed rooms.

6 The CDC has confirmed that masks can help prevent people from inhaling droplets large and small that carry the virus.

Leaving Your Nose Uncovered Defeats the Purpose

Wearing your mask over your <u>mouth only</u> significantly increases the probability that you will contract and/or transmit the virus to others

- We breathe partially or completely through our nose

- Individuals become infected by breathing in viral particles through their nostrils

- A mask worn only over the mouth will not contain droplets if you sneeze

- If your nose is not covered by a mask, you also risk contamination from the mask itself, which collects germs on its exterior
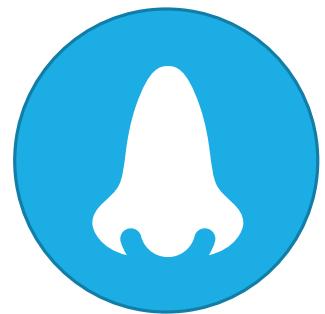
Leaving Your Nose Uncovered Defeats the Purpose

Scientists have mapped locations in the respiratory track were the COIVD-19 virus most quickly invades, multiplies and spreads

They found the cells that line the nose were significantly more likely to become infected and shed the virus compared to the throat or lungs

This means, every time a person exhales through their nose, they are likely generating a higher concentration of infectious aerosol than if they were simply breathing from their mouth

Lastly a recent study suggests the virus doesn't get to the lungs through the blood or the respiratory tract but rather jumps to the lungs from infected nasal secretions that a susceptible person apricates or inhales.

Wearing a mask over your nose and mouth is one of the most important things you can do to prevent coronavirus infection.

Response to Noncompliance

Step 1
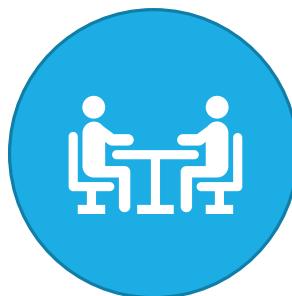
- Have a conversation with the employee to understand why they are not following the policy

- Ensure the employee understands the policy

- Offer a copy of the policy
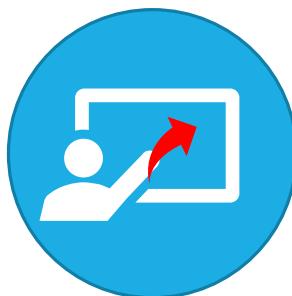
- Explain that properly wearing a masks protects them and others

- Share that wave 2 is upon us and community spread is on the rise

- Help them understand "what's in it for them" in following policy

All conversations regarding noncompliance must be documented regardless of stage!

Response to Noncompliance

Step 2
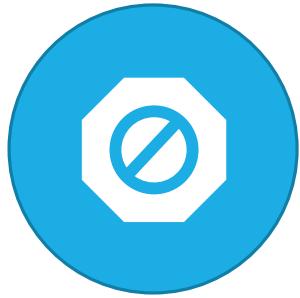
- Formally coach the individual via Company's Progressive Disciplinary Process

- Document the date and time you had your initial conversation with the employee and explain that you previously walked them through the importance of complying

Step 3

- Provide the employee with a verbal warning per Company's Progressive Disciplinary Process

- Document all prior conversations, reminders and coaching's etc.

Step 4

- Provide the individual with a written warning per Company's Progressive Disciplinary Process

- Document your initial conversation, coaching, verbal warning etc.

Step 5

- Issue the employee a final written warning and 3-day suspension per Company's Progressive Disciplinary Process

- Document your initial conversation, coaching, verbal warning, written warning etc.

Step 6

- Inform the employee that they are being terminated for repeated failures to comply with Company's Mask Policy

- Document your initial conversation, coaching, verbal warning, written warning, final written warning & 3-day suspension

Creating Advocates

MEDICAL   NOT POLITICAL

The data is clear universal mask wearing saves lives…….