

Subject: Mask Policy for Employees

Effective Date:

Revised Date:

Approved by:

Policy

To outline and clearly communicate mask use expectations within CDC guidance to prevent the spread of infectious diseases.

To establish a protocol for instructing staff of mandatory mask use within the clinic setting, at all times with minimal exceptions.

To establish a protocol for mask use exceptions for both staff and providers in accordance with ADA law.

Purpose

Masks provide a physical barrier to respiratory droplets. Mask use helps prevent the spread of COVID-19 creating a safer environment for staff, patients, and the general public.

Procedure: (Use the bullets below to develop procedures appropriate for your practice)

- Describe how masks are issued to all personnel.
- Describe mask use requirements for personnel, including associated training and fit testing when appropriate.
- Describe how requirements for masks use will be communicated.
- Define the situations when mask use exceptions may be considered for personnel who request mask use exemptions.
- Define the process for allowing personnel with medical exceptions or who are disabled to have reasonable mask use accommodations.
- Clearly post your practice's protocol for mask usage including placing signage on the entry doors.

Revised:

This sample is a template only and is not intended to be used "as is." It is an example to assist the policyholder in the development of a document that is tailored to the individual practice. This sample is intended solely for the use of NORCAL policyholders as reference material only. It does not constitute legal advice, but is intended to supplement risk management advice. You may want to have this information reviewed by an attorney to determine if it is appropriate for use in your practice or institution.