The Arc of Southeast Iowa

Memorandum

Date: 07/29/2020
To: All employees, volunteers and supported members of The Arc of Southeast Iowa
Subject: Face Covering Resolution

In response to guidance from departments of public health as well as local ordinances, The Arc of Southeast Iowa is adopting face-covering requirements. This memo intends to provide clarification of expectations and how staff, volunteers, and clients can meet this important safety requirement, which is in effect until further notice.

All employees and volunteers of The Arc of Southeast Iowa must wear protective face covering when engaged in work-related activities on behalf of The Arc. This includes administrative personnel, program staff and volunteers, and is inclusive of all work and service settings, with the following exceptions:

- While traveling in a personal vehicle alone or with household members
- While a person is alone or in is in the presence of only household members
- While participating in outdoor exercise at moderate or high intensity (e.g. jogging or biking)
- While in the process of eating or drinking

Appropriate face coverings include N95 respirators, surgical masks, and reusable cloth facemasks. Face shields may be worn in addition to a cloth face covering, or in some cases may be permitted in place of a mask (e.g. client needs to read lips for communication). Staff are welcome to use preferred personal face coverings, but The Arc will supply any employees in need of this personal protective equipment. Any employee or volunteer who struggles to comply with this requirement for any medical, legal, behavioral health, or other reasons must speak with The Arc's Human Resources Director.

We ask all employees, volunteers, and clients to follow public health guidance for wearing cloth face coverings in public settings during services and otherwise. We urge our clients and their families to strongly consider wearing coverings in your home when services are being provided if it is safe for you to do so. Please let us know if you need assistance to obtain appropriate face coverings. These are important actions we can take to keep each other safer from the threat of SARS-CoV-2 (also called COVID-19 or Coronavirus).

Please see the CDC considerations for wearing cloth face coverings for additional information and guidance: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html.