

# Vista Policies and Procedures

Policy Name: Use of Face Coverings  
Policy Number: CV 700  
Responsible Authority: Chief Executive Officer  
Original Effective Date: July 1, 2020  
Revision Date: N/A

Vista is committed to maintaining work conditions that ensure the health, safety, and well-being of all staff and individuals across each program. Vista’s Board of Directors and leadership are responsible for ensuring all programs adhere to guidance provided by local, state, and government health agencies and to ensuring that necessary safeguards and precautionary measures are employed. It is understood that the use of Personal Protective Equipment (“PPE”), such as face coverings, serves as a layer of protection to minimize the spread of viruses.

## Scope

This policy applies to all Vista staff, children over the age of two, youth, and adults receiving Vista services, as well as their caregivers, parents, and/or legal guardian. In addition, the use of precautionary safeguards is an expectation for any visitors, Board members, contractors, or community members who access Vista program sites.

## Acceptable Face Coverings

There are various types of acceptable face coverings available for use by staff and individuals supported across Vista programs. Determining a type of face covering will be based on individual determinants such as medical reasons, sensory considerations, and tolerance of face covering, as well as the level of acceptance of face coverings on others.

Any face covering should meet the following Department of Health guidelines:

- Covers nose and mouth
- Fits snugly to the face (so as not to easily fall off) and not restrict breathing

If utilizing a cloth face mask, the following criteria also apply:

- Fits snugly over the bridge of the nose and against the side of the face
- Includes multiple layers of fabric
- Be secured with ties or ear loops
- Be able to be laundered and machine dried, without damage or change to shape

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Vista will provide face coverings to staff and individuals accessing Vista programs, as needed. Visitors and other external members of the community are responsible for bringing their own covering. Personal face coverings may be used so long as they meet the above criteria, are safe to be re-used, and are stored appropriately (such as in paper bag) in between use.

For re-usable face coverings such as masks or scarves, it is the responsibility of staff and families to clean the face coverings daily. Should any PPE be damaged or grossly contaminated, or due of an increased exposure risk (such as known fluids, the person is under investigation for a suspected case, etc.), Vista will provide a replacement face covering. In addition, when a clinical Vista team determines that a face shield or protective eye wear must be worn by an employee and/or client, these must also be cleaned with disinfectant wipes frequently and following use.

## Procedures for Use

In the event face coverings are recommended by a designated health official, all staff will wear a face covering throughout service delivery and when accessing Vista program sites. The type of face covering (mask, face shield, and/or protective eyewear) recommended for use depends on work activities as well as supervisory direction and clinical team decisions.

Under circumstances where a 6-foot distance can be reliably and consistently maintained outside, face coverings do not need to be used. In the event staff or individuals must temporarily remove their face covering, such as due to health concerns, difficulty breathing or when eating or drinking, they must maintain a 6-foot distance from others and/or access a designated respite location prior to removing their masks. Ideally they should be in a room or closed space by themselves and immediately wipe down all surfaces in a 6-foot radius of themselves while their mask was off. Should a staff or individual be in respiratory distress, the mask may be removed immediately, prior to 6-foot social distancing is established.

As face coverings in use may gather droplets of bodily fluid such as saliva or mucus, staff and individuals must wash or sanitize their hands any time the face covering is touched, removed, or adjusted. In the event staff remove their face coverings for any of the above-mentioned reasons, they must place their face covering in a secure personal area or on a disposable barrier between the surface and the face covering, such as a paper towel, and sanitize the area.

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## Adherence to Policy

When face coverings are recommended for use by local, state or government health agencies, Vista staff must wear a face covering during service delivery (at a program site, in person at homes, job sites, or community locations) and business hours at program sites. Use of face coverings for individuals accessing Vista owned and licensed program sites and/or who are receiving contracted Vista services is strongly recommended. It is to be expected that some clients may demonstrate challenges with wearing a face covering. Under these circumstances, Vista staff will teach the conditions in which face coverings are to be used (e.g. signs indicating the need, instruction, close proximity to others), as well as shape the tolerance and duration of use of wearing a face covering.

In the event there may be medical concerns and considerations against the use of face masks, for a staff or individual receiving supports, there must be documentation from a physician indicating the specific concern and excuse from use. Under these circumstances, staff and individuals must wear a face shield without the additional use of a mask. Vista employees who are unable to wear face coverings for any reason must contact HR so potential accommodations can be evaluated.

Throughout the delivery of services by Vista staff, individuals who reside or who may be providing services in the same location are to wear a face covering. In the event use of face coverings are not adhered to by staff and families/caregivers for personal reasons, participation at any Vista program site may be revoked and employees may be subject to disciplinary action.

## Training

Upon intake, parents and guardians must review and sign acknowledgement of receipt of the policy. Training on the appropriate use and care when using face coverings will also be assigned to all Vista employees and can be accessed by or reassigned to an employee by a supervisor through Vista's Learning Management System at any time following the initial assignment. In the event assigned trainings not completed, staff will be placed on admin leave until compliance with training requirements is met (see HR 123). Program directors and supervisors are encouraged to institute reinforcement systems and or other methods of positive engagement surrounding this policy to provide ample opportunities for positive feedback surrounding this policy until such behavior becomes embedded in Vista's culture of health and safety.

Chief Executive Signature: \_\_\_\_\_ Date of Approval: \_\_\_\_\_