TO: ALL CCLS, CLE, Fast Pace, and Magnolia Hill – MTP employees
FROM: CCLS COVID 19 Task Force
DATE: 5/17/2021
RE: COVID Update #27

Last week the CDC released new guidelines for masks. The new guidelines were primarily for those vaccinated and for public settings. These rules do not apply to CCLS programs and facilities.

In short, THERE ARE NO CHANGES IN THE CCLS requirements for the wearing of masks.

At the moment, CCLS does not require employees to get the vaccine. Some of our staff have not been vaccinated. Some of our clients have not been vaccinated. With these conditions, we have no choice but to continue with our universal mask rule.

1) **Direct Care Workers:**
    a) Whether you are vaccinated or not, staff must wear a mask while at work.
    b) At the beginning of each shift, staff must fill out the Employee COVID 19 fill out the Daily Symptoms Screening Tool.
    c) Staff must continue to follow hand washing and sanitation procedures.

2) **Office Staff**
    a) Staff must wear a mask when moving around the office. They may take off their masks while sitting at their desks.
    b) Applicants must always wear a mask.
    c) Trainers must wear a mask when conducting any in-person training.
    d) Recruiters must wear a mask while interviewing applicants face-to-face.

3) **Clients:**
    a) Clients who work at remote sites will follow site requirements.
    b) Clients who travel to shop will follow store guidelines.

4) **Visitors:**
    a) There are no changes.
    b) We do allow visitors.
    c) Visitors will fill out the Visitors Screening Tool.
    d) You are not allowed to ask visitors if they are vaccinated or not. It is their private health information, and we have no right to ask.
    e) Visitors are to wear masks while in our facilities.
    f) When in a client/resident's room or a private area outside visitors have the option to wear a mask or not.

More than 46% of your co-workers have received the COVID Vaccine. We strongly encourage all staff to get the vaccine as it is the best way to prevent the spread of the virus.