



FACE COVERING POLICY

According to the California Department of Public Health (CDPH), wearing a face covering dramatically decreases individuals' chances of transmitting COVID-19 and becoming infected. We now know that people who are infected with the virus, but who are asymptomatic or pre-symptomatic, can still spread the disease. Wearing a face covering that covers the nose and mouth can help protect others and reduce the risk for COVID-19 exposure and infection.

In order to help mitigate the spread of COVID-19 and to help ensure the health and safety of yourself and those around you while working for SDI Staffing, we have issued a face covering policy for all employees regardless of vaccination status.

[State guidelines on face coverings.](#)

Policy

While working for SDI Staffing in a non-remote setting (i.e. on a jobsite), employees are required to wear face coverings and maintain a safe distance when:

- Inside of any indoor common area spaces such as lobby areas, conference rooms, restrooms, hallways, stairways and elevators.
- Engaged in work when interacting with another staff person, when in-person with any member of the public (i.e. client, vendor) or in any space visited by members of the public.
- Outdoors in public spaces when keeping a six-foot distance from others is not possible.

The CDC recommends masks to be worn:

- By people 2 years of age and older
- Any time you are in a public setting
- Any time you are traveling on a plane, bus, train, or other form of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations
- When you are around people who do not live with you, including inside your home or inside someone else's home
- Inside your home if someone you live with is sick with symptoms of COVID-19 or has tested positive for COVID-19
- CDC recognizes there are specific instances when wearing a mask may not be feasible. In these instances, consider adaptations and alternatives.

Exemptions

Every person is required to wear a face covering as described above. While face coverings are necessary to reduce the spread of COVID-19, there may be specific instances when wearing a face covering may not be feasible.

Face coverings are not required for:

- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
- A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the workplace risk assessment.
- Employees who are working in a private office or workspace that allows for a six-foot physical distance.
- Persons operating a single-occupancy vehicle.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

Face Covering Description

Face coverings need to cover your nose and mouth. When choosing a mask, consider how well it fits, how well it filters the air, and how many layers it has. There are two important ways to make sure your mask works the best it can.

1. Make sure it fits snugly against your face. There should not be any gaps that allow air in or out the edges of the mask.
2. Pick a mask with layers to keep your respiratory droplets in and others' out. A mask with more than one layer will stop droplets from getting inside our mask or escaping if you're sick.
3. Face coverings can be made of a variety of materials and may be factory-made or sewn by hand.
4. Cloth face coverings should be laundered frequently, preferably with hot water and dried on a hot cycle and they should be replaced when it no longer covers the nose and mouth, has stretched out or damaged ties or straps, or has holes or tears in the fabric.

Mask Do's and Don'ts

Do:

- Choose a mask with a nose wire
- Use a mask fitter or brace over a disposal or cloth mask
- Check that it fits snugly over nose, mouth, and chin
- Add layers of materials:
 - Use cloth mask that has more than one layer of fabric
 - Wear a disposal mask underneath a cloth mask.
- Knot and tuck ear loops of a disposal mask to improve fit

Don't:

- Combine two disposable masks
- Combine a KN95 with any other mask

If you do not have adequate face covering as described above, SDI Staffing can provide you with an N95 respirator mask if requested. Please submit all requests to the Vice President of Staffing Operations at 888-528-8367 or email info@sdistaffing.com

Employee Compliance

Employees are expected to follow face covering policy at all times when not working in a remote setting (i.e. working on client job site). Efforts will be made to educate, encourage, and persuade employees to wear face coverings, whenever possible. Employees who are not wearing face coverings and do not have an exemption may be asked to leave the job site. The face covering requirement for employees will be treated as an expectation of the standards for conduct as an employee of SDI Staffing. Lack of compliance with this policy will be subject to discipline, up to and including, termination of employment.

Please note that it may be necessary to update the policy as new information regarding the best methods to contain the virus are received.