



**Policy Title: WALC Face Covering Policy**

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Original Approval and Issuance Date: July 24, 2020

Last Revision Date:

Next Review Date:

1. **PURPOSE:** The purpose of this policy is to provide guidance about face covering expectations for employees, volunteers, tutors, learners, and visitors of the Winnebago Area Literacy Council (WALC) as they enter the Oshkosh Public Library or any other place they are meeting so they remain safe and healthy during the COVID-19 outbreak and to protect everyone from the community spread of the virus.
2. **RESPONSIBLE OFFICER(S):** WALC Board of Directors
3. **SCOPE:** This policy applies to employees, volunteers, tutors, learners, and WALC visitors.
4. **BACKGROUND:** COVID-19 is currently circulating across the United States and it should be assumed we can be exposed at any time. According to the CDC, [recent studies](#) show “a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms.”
5. **DEFINITIONS:**
  - **Asymptomatic** - lacking symptoms of the virus
  - **COVID-19** - a virus known as a coronavirus
  - **Face covering** - this can be any type of a face mask or a face shield
  - **Pre-symptomatic** - will eventually develop symptoms, but can transmit the virus before showing symptoms
6. **POLICY STATEMENT:** It is expected that upon entering the Oshkosh Public Library or any other place they are meeting while doing the work of WALC, any employee, volunteer, tutor, or visitor will wear a face covering. The face covering shall remain in place at all times unless the person is in an enclosed office area alone or with a family member with whom they live. Wearing a face mask/shield is meant to accompany physical distancing as well as frequent hand hygiene with the goal of limiting the community spread of the virus.
7. **SUPPORTING DOCUMENTATION:** CDC - Coronavirus Disease Website  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>
8. **PROCEDURES:**
  1. WALC will notify the Executive Director of this policy.
  2. The Executive Director will notify all employees, volunteers, tutors.
  3. Disposable and reusable face coverings will be secured.
  4. The staff will create signage and post on the WALC website.

**9. REVISION HISTORY**

Date	Brief Revision History
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