



**Policy Title: WALC Face Covering Policy**

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Original Approval and Issuance Date: July 24, 2020

Last Revision Date: July 23, 2021

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.

**5/25/2021 Revision**

Following recent [CDC guidelines as of May 16, 2021](#), this policy statement is revised to include the following items:

1. The current policy will remain in place for unvaccinated persons. WALC will continue to require masks for any unvaccinated employee, volunteer, tutor, or visitor.
2. WALC encourages those who have been fully vaccinated to use masks at their personal discretion and comfort level.
3. The Executive Director will notify employees, volunteers, and tutors.
4. The staff will update signage and post on the WALC website.

**7/23/2021 Revision**

1. If an employee chooses not to wear a mask while working or in the presence of others, the employee shall provide a copy of their vaccination card showing they are fully vaccinated to the Executive Director.

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2. If the Executive Director chooses not to wear a mask while working or in the presence of others, the Executive Director shall provide a copy of their vaccination card showing they are fully vaccinated to the President of the WALC Board of Directors.
3. If an employee chooses to not provide a copy of their vaccination card showing full vaccination, the Executive Director and/or Board of Directors will consider the employee as an unvaccinated individual and it is expected that the employee will follow the original masking requirements and policy above for unvaccinated persons. Failure to do so will result in progressive disciplinary procedures up to, or including termination of employment.

### 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 and subsequent revisions.
2. The Executive Director will notify all employees, volunteers, and 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
5/25/2021	Revised to update to most recent CDC guidelines for vaccinated persons
7/23/2021	Revised to include proof of full vaccination