

## As of December 1, 2020, Face Coverings are Mandatory in all Common Spaces in DHS Shelters

*Please post the attached flyer notifying clients of this rule in prominent locations around the shelter.*

### Face Coverings Protect our Entire Community from COVID-19

- Coronavirus can be spread before you feel sick, when you talk, cough, sneeze, or even breathe, and can be spread by your friends, family and coworkers.
- To protect yourself and others, wear a face covering.

### All Clients and Staff are Required to Wear Face Coverings

- Face coverings are mandatory at all times for staff and clients when they are within 6 feet of others, unless they are eating or drinking.

### Clients Should be Denied Entry to all Common Space Unless Wearing a Face Covering

- Common spaces include but are not limited to: dining areas, recreational rooms, library and hallways, stairwells or elevators.
  - o Masks are required in dining areas except when eating. Clients who refuse should be offered a meal to go or asked to leave the dining area immediately after eating. They are not allowed to remain and socialize without wearing a mask.
  - o Masks should be encouraged in bathrooms except when brushing teeth, washing face, or showering, but clients cannot be denied access to bathrooms
- Clients should be offered a face covering before being denied access.
- Clients should wear face coverings properly while in common space, and should be asked to leave if unwilling to wear a face covering or wear it properly.
- Clients who refuse to wear face coverings cannot be denied shelter, but access will be limited to their units or beds
- If a client refuses to wear a mask and will not leave common space, please hold a case conference with the client, and inform DHS. Repeat failure to wear a mask will be addressed with the Shelter Director and DHS Program Administrator.
  - o Staff should make every effort to educate and encourage clients to wear masks and inform them of the consequences for failure to do so.
- Providers should not use security personnel to enforce the mask mandate, but please coordinate with on-site security staff so that they are aware that new rules have been imposed.

### How to Properly Wear Face Coverings

- Your mask should cover your nose and mouth at all times.
- Always wash your hands with soap and water before you put on a face covering and after removing it.



- Change your face covering when it gets damp.
- Wash your face covering after each use.

#### People Exempt from the Face Covering Requirement

- Children under age 2 years must not wear face coverings.
- Children between the ages of 2 and 5 years old are not required to wear face coverings, but are encouraged to wear a face covering when in public if they can do so reliably without frequently touching or removing the face covering.
- People who have medical or other health conditions, disabilities or mental health, developmental, or behavioral needs that make it difficult to tolerate wearing a face covering should submit a Reasonable Accommodation request to be exempt from this requirement.
- Any person who has trouble breathing, is unconscious, sleeping, incapacitated, or is otherwise unable to remove the face covering without assistance is not required to wear a face covering.