
GENERAL ADMINISTRATION
COVID-19 Mask Policy

I. Purpose

To establish and describe policy and procedures for New Star staff and consumers wearing masks on New Star properties including CILA, ICILA, community day services, and administration buildings.

This policy is in effect for specific counties that New Star serves when the Community Levels for those counties determined by the CDC are at “medium” or “high.”

II. Policy

New Star staff and consumers must wear face coverings (masks) while in public areas and at other times described in this policy. Any violation of this policy will result in isolation from others while on the property and removal from the property.

III. Procedures

A. Community Day Services

- New Star will provide each Community Day Services employee and consumer with two washable face masks.
- It is the responsibility of each employee and consumer to wash their mask and bring it with them each day.
- Staff and consumers without masks will not be allowed to enter the building/program for the day.
- Should a consumer's mask become soiled during the day, they will be provided with a disposable surgical mask for the day. This mask should be thrown away upon leaving the program and should not be reused.
- New Star staff do not have the ability to wash soiled masks within the CDS program.
- All CDS sites have signs posted on doors and throughout the building reminding staff and consumers that face covers need to be worn and demonstrating the correct way.
- Face coverings should be worn on community outings in conjunction with local and site-specific regulations. (E.g. if the community site requires masks, then masks must be worn to visit. IF masks are not required, then masks will be option for New Star staff and consumers).

B. Community Living

- New Star staff are required to wear a face mask anytime they enter a consumer’s home.
- New Star consumers in their own homes are not required to wear face coverings.
- New Star will provide each Community Living employee with two washable face masks for the duration of the COVID-19 pandemic. Each Community Living employee will also receive one disposable face mask per week.

- It is the responsibility of each employee to wash their reusable mask and bring it with them each day. The employee can also choose to wear their disposable mask, but should be aware that disposable masks should be disposed off after each shift.