



COVID-19 Face Covering Policy

The Centers for Disease Control (CDC), the State of California and the Public Health Officers for several counties have issued directives regarding the use of face coverings in an effort to slow the spread of COVID-19 and to help people who may have the virus and do not know it from transmitting it to others.

In order to comply with the federal, State and County directives to slow the spread of COVID-19 and to better protect our workforce from exposure to COVID-19, The Foundation for Hispanic Education (TFHE) has implemented a face covering policy.

Effective immediately and until further notice, all employees are required to wear a face covering when in common areas in the workplace or when social distancing is not possible, including times of brief interaction between employees.

The Foundation for Hispanic Education (TFHE) has purchased disposable face coverings for all employees to use in the workplace. These face coverings will be distributed to all employees. If you need a replacement face covering, please contact Martin E. Farfan, Director of Compliance & Equity at (408) 585-5022 Ext. 1039. You may use your own face covering if preferred so long as the use and care guidelines below are followed.

Employees working alone do not need to wear face coverings, but any time an employee is in a common area or within six feet of another person, the employee must be wearing a face covering.

Face Covering Appropriate Use Guidelines

Face coverings are only effective for protection if they are handled, worn, stored and disposed of properly. Even when wearing a face covering, employees are required to maintain social distancing (six feet of space between employees) when possible. Employees are also required to adhere to the following guidelines when wearing a face covering:

- Practice proper hand hygiene. Before and after handling the face covering (to put on, adjust, or take off), either wash your hands or use hand sanitizer to reduce cross-contamination risk. The outside of the face covering is considered dirty.
- To ensure that you are wearing the face covering properly, make sure the face covering is fitted and is covering your nose, mouth and chin.
- If necessary, mark the outside of the face covering in some way so you can easily identify which side is the outside of the face covering, and handle it accordingly. Consider marking the outside with your initials in permanent ink.
- Remove the cloth face covering while eating during your meal period.
- Do not touch the outside of your face covering while it is on your face.
- Don't pull your face covering below your chin while you are wearing it. Leaving the face covering dangling or improperly fitted to your face creates opportunities for cross-contamination.
- After removing a cloth covering, please inspect it to see if it is torn, wet, or soiled.
 - If it is, please throw it away and obtain a new face covering from Martin E. Farfan, Director of Compliance & Equity through calling (408) 585-5022 Ext. 1039
 - If not, please properly store the face covering as follows:
 - Fold the face covering in half so that the outside surfaces are touching
 - Place the face covering into a clean bag or container
- Always store a face covering in a clean place such as a clean paper or plastic bag. Never store it in a purse or pocket.

REMEMBER — The use of a face covering is not a substitute for physical distancing and washing hands and staying home when ill.

Please be advised that failure to follow the Company's face covering policy may result in disciplinary action up to and including termination.