



August 13, 2021

**To:** All PAI Employees

**From:** Mike Miner

**Re:** Covid-19 Masking and External Meeting Policy

We are in or headed into another Covid surge, driven by the highly contagious Delta variant and spotty vaccination rates across the country and at the local level. The safety of PAI participants, employees, and the community are PAI's highest priorities and we remain committed to listening to guidance from the CDC, the Minnesota Department of Health (MDH) and other relevant sources. The following updates amend our existing Preparedness Plan as of Tuesday, August 17<sup>th</sup>, 2021:

#### **Updated Masking Policy**

Unvaccinated site staff or those who decline to provide verification of vaccination must wear a well-fitting surgical, KN95 or N95 face mask throughout their shift when indoors or outdoors, and vaccinated site staff must wear a well-fitting cloth, surgical, KN95 or N95 face mask throughout their shift when indoors. Staff should wear a face mask during meetings and during breaks unless actively eating or drinking. Recommended additional practices include physical distancing, limiting the number of staff in a break area, and eating lunch outdoors.

#### **External Meeting Policy**

This new policy applies to staff who represent PAI at external meetings and other gatherings or events in the community, and is designed to reduce the risk to PAI participants and staff as well as community members:

1. Staff members who are fully vaccinated must wear a well-fitting cloth, KN95 or N95 face mask for the duration of all meetings or gatherings in the community.
2. Staff members who are unvaccinated or choose not to provide proof of vaccination are required to conduct meetings or other gatherings with external parties virtually. Meeting or gathering outdoors is not permitted.
3. Staff members who support outings for participants should follow the requirements of the current Preparedness Plan.
4. Staff members who do not work in a service site and are unvaccinated or choose not to provide proof of vaccination are not permitted to visit service sites in person unless the specific visit and underlying business reason are reviewed and approved by me or Alicia McCallum.

Site staff should direct questions to their Program Director; all others should direct questions to me or Alicia McCallum.

Thank you, and take care.