



## KWE, Inc. COVID-19 Protocols - November 10, 2020

- All employees, clients, and visitors must follow organizational policies based on the Governor's most recent state of emergency orders, including those that are role specific
- Avoid dense gatherings and practice social distancing of 6 feet as often as possible; especially indoors, with clients, visitors, and employees that do not live on campus
- No gatherings larger than 50 people indoors or 100 people outdoors
- Anyone experiencing COVID-19 symptoms, regardless of the circumstances, must not come onto any of our campuses
- Masks should be worn in accordance with Maine COVID-19 guidance for work with schools and as a hospitality business; all employees, visitors, and clients must have masks on campus and wear when indoors and within 6 feet - KWE, Inc. can provide if needed
- Frequently wash or sanitize hands to CDC standards; particularly before and after arriving on campus, meals, using the restroom, adjusting a mask, and using shared items

### Visitors & Clients

- If you have been on campus and soon after test positive for, or experience COVID-19 symptoms, you are expected to notify KWE so that we can follow contact protocols
- If you are traveling from a state or area not on Maine's exempted list (currently NH, VT, MA) then you must have a copy of a negative viral test taken within 72 hours of your arrival or you must quarantine on arrival; you may then quarantine for 14 days or get tested in state and quarantine until receiving negative results; visitors from non-exempted states or areas must bring proof of negative test and complete a [certificate of compliance](#)

### Employees

- Employees should wear masks when interacting with any public guests and when interacting with other employees when social distancing can't occur
- If you are experiencing any COVID-19 symptoms you must stay home and quarantine until return to work protocols are fully met
- If you travel to a state or area not on Maine's exempted list then you must have a copy of a negative viral test taken within 72 hours of your arrival back to Maine or you must quarantine on arrival; you may then quarantine for 14 days or get tested in state and quarantine until receiving negative results
- Routinely clean and disinfect frequently touched objects and surfaces such as door knobs, light switches, handrails, desk surfaces, keyboards, telephones, faucets, etc.
- Avoid using other employees' workstations or equipment



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### **Return to Work Protocols**

- If you are experiencing COVID symptoms you must stay home from school/work and communicate with your immediate supervisor who will collaborate with the Healthcare and Risk Director to establish next steps
- If you are experiencing symptoms and are unsure of what to do, please communicate immediately via text with the Healthcare and Risk Director; call if necessary (207-671-5292)
- You will schedule testing immediately and will isolate until a negative test is received
- Educators should have co-workers deliver food to whichever space they are isolating in; Educators in isolation can go outside, but should wear masks, avoid interactions with others, and maintain strict social distancing
- Educators and Employees that receive a positive test must stay isolated until they have no symptoms and have received a negative test, returning to work only after consulting with your immediate supervisor and the Healthcare and Risk Director

### **Food Service Protocols**

- Meals must have hand sanitizer immediately available, both prior to taking food or drink
- All visiting clients should be wearing masks as often as possible
- Meals for visiting clients must be individually packaged so that there are minimal opportunities for contamination and so that meals can be eaten at distance and outside as often as possible
- State and ServSafe guidelines should be followed for meal preparation and storage
- All eating areas should be sanitized before and after each meal

### **Challenge Course Protocols**

- Masks must be worn at all times by clients and facilitators when using KWE Challenge Course elements, whether indoors or outdoors
- Hands must be sanitized prior to using any element and masks must be left on throughout climbing
- Hands must be sanitized after climbing
- Clients and facilitators must use the same harness and helmets for the duration of their time at a KWE Challenge Course
- All client and facilitator equipment must be sanitized after it is used and ropes and harnesses isolated for 72 hours prior to next use