



## Phase 3 COVID-19 Policies

### Organizational

- All employees, clients, and visitors must follow organizational policies based on Phase 3 state reopening standards, 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 - 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

### Role Specific

#### 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 exposure protocols
- If you are traveling from 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 **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 this [certificate of compliance](#)

#### Employees

- 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