



Tel: 703.487.3612
Toll Free: 1.800.634.0245
www.score.org

The SCORE Association
1165 Herndon Parkway, Suite 100
Herndon, VA 20170

MEMO

To: All SCORE Staff, Contractors, and Volunteers

From: Bridget Weston, CEO

Date: Wednesday, October 6, 2021

RE: SCORE Temporary Masking and Distancing Protocols

Introduction and Purpose:

As a federal grant recipient, SCORE is required to comply with [Executive Order 14042](#) issued 09/09/21 and subsequent [Safer Federal Workforce Task Force Guidance for Federal Contractors and Subcontractors](#), which mandate the establishment of masking and distancing protocols in accordance with the provided guidance. Any violation of these protocols may jeopardize federal funding and support for the SCORE program.

Applicability

In order to comply with federal requirements, the protocols and policies herein shall apply to all SCORE staff, volunteers, contractors, and clients operating or doing business on behalf of SCORE. These protocols will apply to operations at any SCORE affiliated location as well as to any SCORE business meetings or events. Please see the FAQs below for additional clarification.

Effective Dates

Given the importance of complying with the Executive Order, SCORE highly encourages all chapters to adopt the below protocols as soon as possible. Compliance is required by the federal government's deadline of 12/8/21, after which point SCORE Headquarters will begin monitoring and enforcing the protocols. This policy will remain effective indefinitely or until explicitly rescinded by the CEO of SCORE.

SCORE may issue additional protocol requirements and amend this policy based off future guidance from the Federal Government. In such cases SCORE will provide chapters with adequate notice and time with which to comply with any changes.

Protocol Policy

In accordance with the Executive Order and guidance, SCORE must ensure that all individuals, including employees, volunteers, visitors, and clients, comply with published CDC guidance for masking and physical distancing at SCORE offices and SCORE hosted events and meetings.

In areas of high or substantial community transmission, fully vaccinated people **MUST** wear a mask in indoor settings, except for limited exceptions discussed in this policy.



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In areas of low or moderate community transmission, fully vaccinated people do not need to wear a mask.

Fully vaccinated individuals do not need to physically distance regardless of the level of transmission in the area. Individuals who are not fully vaccinated must wear a mask indoors and in certain outdoor settings (see below) regardless of the level of community transmission in the area. To the extent practicable, individuals who are not fully vaccinated should maintain a distance of at least six feet from others at all times, including in offices, conference rooms, and all other communal and workspaces.

SCORE chapters must require individuals in SCORE offices and meeting spaces who are required to wear a mask to:

- Wear appropriate masks consistently and correctly (over mouth and nose).
- Wear appropriate masks in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- For individuals who are not fully vaccinated, wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated, consistent with CDC guidance.

SCORE chapters may provide an exemption for individuals that cannot wear a mask because of a disability (which would include medical conditions) or because of a sincerely held religious belief, practice, or observance. In such cases, chapters should make an effort to accommodate to this need by providing safe alternative meeting options such as meeting in a virtual or remote setting, or meeting in open space outdoor venue.

In order to comply with the federal guidance, SCORE chapters must check the [CDC COVID-19 Data Tracker County View website](#) for community transmission information for their chapter at least weekly to determine proper workplace safety protocols. When the level of community transmission in the area of the chapter increases from low or moderate to substantial or high, the chapters should put in place more protective workplace safety protocols consistent with published guidelines. However, when the level of community transmission in the chapter area is reduced from high or substantial to moderate or low, the level of community transmission must remain at that lower level for at least two consecutive weeks before the chapter utilizes those protocols recommended for areas of moderate or low community transmission.

Posting Signage

SCORE Headquarters will share appropriate signage templates that SCORE Chapters must print and post to any active SCORE office, and at any SCORE hosted event. Printed signage should be posted where it is clearly visible to all entrants, attendees, and visitors.



Required Protocol by Local Transmission Rate

	When to Enact	Essential Points
Moderate or Low Transmission	Must wait at least 2 weeks after transition from high/substantial transmission designation.	<ul style="list-style-type: none"> ● Not fully vaccinated Individuals MUST wear a mask and distance. ● Fully vaccinated individuals ARE NOT required to wear a mask. ● Fully vaccinated individuals ARE NOT required to distance.
High or Substantial Transmission	Must enact immediately after transition from moderate/low transmission designation.	<ul style="list-style-type: none"> ● Not fully vaccinated Individuals MUST wear a mask and distance. ● Fully vaccinated individuals MUST wear a mask. ● Fully vaccinated individuals ARE NOT required to distance.

Protocol Checklist for Chapters

- Check the [COVID-19 Transmission Level Tracker](#) weekly and communicate protocol changes and updates to local volunteers and branches.
- Ensure appropriate signage is posted at all local chapter offices and branch offices.
- Ensure that SCORE events follow appropriate masking and distancing protocols and that all procedures are communicated to attendees in advance.

Compliance Monitoring

SCORE District Directors will be responsible for ensuring that their respective Chapters are in compliance with the above protocols and checklist. SCORE will monitor compliance with these protocols through [SCOREs On-Site Review \(SOSR\)](#) process.

FAQs

Definitions

What counts as fully vaccinated?

Fully vaccinated – People are considered [fully vaccinated](#) for COVID-19 two weeks after they have received the second dose in a two-dose series, or two weeks after they have received a single-dose vaccine.

For purposes of this policy, people are considered fully vaccinated if they have received COVID-19 vaccines currently approved or authorized for emergency use by the U.S. Food and Drug Administration (Pfizer-BioNTech, Moderna, and Johnson & Johnson [J&J]/Janssen COVID-19 vaccines) or COVID-19 vaccines that have been listed for emergency use by the World Health Organization (e.g., AstraZeneca/Oxford). More information is available at [Interim Clinical Considerations for Use of COVID-19 Vaccines | CDC](#).



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More information is available at the CDC website [here](#).

What constitutes a mask?

Mask – means any mask that is consistent with CDC recommendations as set forth in [Types of Masks and Respirators | CDC](#). This may include the following: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, masks with inner filter pockets, and filtering facepiece respirators that are approved by the National Institute for Occupational Safety and Health or consistent with international standards. The following do not constitute masks for purposes of this guidance: masks with exhalation valves, vents, or other openings; face shields only (without mask); or masks with single-layer fabric or thin fabric that does not block light.

Scenarios

What should I do if I meet with a client at a coffee shop or other third-party location?

You should treat this as a SCORE event and follow the protocols outlined above. Please also make sure to respect any local community rules and the requirements of the establishment.

Does this mean I have to wear a mask when working on SCORE projects from my home?

No, at-home offices are not covered under this policy.

We are co-sponsoring an event at our local library, what should we do?

If SCORE is the primary host of the event, you must communicate and enforce the masking and distancing protocols outlined above. It will also help to post the same signage at the event. Make sure to also follow the local rules and any requirements of the event facility.

If SCORE is not the primary host, you may defer to the primary hosts own protocols.

I am usually the only one in our SCORE office. Does this mean I must wear a mask if the community has a high/substantial transmission rate?

No, you are not required to wear a mask if you are by yourself in an office. However, if you are in a shared space make sure to know and follow the building protocols.

What if a client or a fellow volunteer refuse to wear a mask when required to do so?

In such cases you may communicate that these protocols are federally imposed rules. As such any violation of these protocols may jeopardize federal funding and support for the SCORE program.

If the individual continues to refuse, DO NOT engage in any combative dialogue. Please offer reasonable alternatives that you feel personally comfortable with (e.g. virtual meeting, or distanced outdoor meeting).

Please remember that if an individual claims to have a valid exemption (see above) for wearing a mask, you should not ask for additional information or proof of that exemption.

Does our chapter administrator (e.g. Panther Admin) need to wear a mask at the office?

Any individual including paid administrative contractors must follow same protocol as outlined above.