

# Face Covering

## Agency Procedure #200.002A



### I. Summary Statement

Provides detailed guidance on use of face coverings as a strategy to prevent COVID-19 infection.

### II. Procedure

Wearing a face covering is one strategy to stop the spread of COVID-19 virus. Other effective strategies are in place in the Health Department and include:

- Frequent hand washing expectations.
- Use of hand sanitizer.
- Covering coughs and sneezes.
- Revised work schedules and remote work.
- Maintaining six feet distance whenever possible.
- Regular cleaning of high-touch surfaces.
- Plexiglass separations from the public.
- Reduced in person communication and increased use of remote platforms to perform work.
- Special sick leave policies for employees who must isolate or quarantine due to exposure to COVID-19.

#### A. Exceptions

Any employee who feels they meet criteria to be exempt from wearing a face covering should discuss this with an HR representative. The results of that discussion will be shared with the employee's supervisor and manager.

#### B. Signage

- Public entrances and our website will have signs in multiple languages to inform the public of the requirement to wear a face covering.
- Common areas throughout the Department will have signs reminding employees of the requirement of wearing face coverings.

#### C. What is a cloth face covering?

1. A cloth face covering, or mask, is fabric that covers the nose and mouth. It can be:
  - A piece of fabric tied around a person's head.
  - A manufactured disposable face covering.
  - A sewn mask secured with ties or straps around the head or behind the ears.
  - Made from variety of materials, such as fleece, cotton or linen.
  - Factory-made or made from household items such as scarves, T-shirts or towels.
2. Face coverings for employees and volunteers must be appropriate for a professional work environment and non-political.

#### D. Supply

The Department will supply each employee with two personal face coverings.

#### **E. Proper handling of a cloth face covering.**

- Wear cloth face coverings properly to avoid contaminating your hands or face.
- Protect clean face coverings by storing in a clean container or bag.
- Before putting on and after removing a face covering, wash your hands with warm water and soap or use an alcohol-based hand sanitizer.
- The face covering should securely cover your nose and mouth.
- Change face coverings when moist.
- If you must re-wear your face covering before washing it, wash your hands immediately before and after putting it back on and avoid touching your face.
- Store used face coverings in a plastic bag until you can wash them.
- Avoid touching face coverings when you wear them. Infectious agents may contaminate face coverings while in use.

#### **F. How should I care for a cloth face covering?**

Wash your cloth face covering frequently, ideally after each use, or at least daily. Wash them with detergent and hot water and dry on a hot cycle.

Discard cloth face coverings that:

- No longer cover the nose and mouth.
- Have stretched out or damaged ties or straps.
- Cannot stay on your face.
- Have holes or tears in the fabric.

#### **G. What if a visitor declines to wear a face covering?**

1. We provide public services and will not refuse services solely because someone refuses to wear a face covering. You may:
  - Offer a face covering and request the person use it.
  - Use customer engagement and service skills to encourage cooperation.
  - Insist on maintaining a minimum distance of six feet.
  - Decline to use shared items like pens.
2. You do not have to serve members of the public who make threatening comments or have threatening behaviors. If you feel unsafe in any interaction with the public, call security or 9-1-1.

#### **H. Breakroom**

The Department does not require you to wear face coverings while eating or drinking in a common breakroom. You should practice physical distancing. If you are not eating or drinking, wear a face covering while in a breakroom.

### **III. Definitions**

**Common Areas:** All areas and facilities for the use or enjoyment of all occupants in the building or property: lobbies, hallways, breakrooms, restrooms, elevators, driveways, parking lot, loading and landscaped areas including the gazebo.

**IV. Supporting Information**

<b>Procedure Owner</b> Director, Communicable Disease Prevention	<b>Keywords – Searchable</b> Face covering, mask, COVID-19
<b>Policy this procedure applies to.</b> Face Covering Policy # 200.002	<b>Other Resources</b> List publications, guidelines or “How To” resources that relate to this procedure.
<b>Revision History</b> First issue.	

**Approved**

  
Nigel Turner, Director

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