



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

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To: All Staff (Code 2A)

Date: May 20, 2020

cc:

From: Executive Team

Subject: Wearing Cloth Masks in the Workplace

We have been providing the latest information we receive regarding County policies on social distancing and the need to wear face coverings while in the workplace. The County has also issued Health Orders requiring social distancing and the use of face coverings. This memo is a reminder that social distancing and wearing face coverings in County workplaces is mandatory for all EHSD staff and will remain mandatory until the Health Order and Risk Management guidance is changed.

The information below is largely from Risk Management guidance that was already provided, but we want to ensure that all staff have it for their reference (See pages 18-20, COVID-19 Exposures and the Workplace Guidelines, Revised May 15, 2020 1500 hours).

A cloth face covering is designed and effective to protect others from a sick or asymptomatic user.

- A face covering means a covering made of cloth, fabric, or other soft or permeable material, without holes or exhalation valves, that covers only the nose and mouth and surrounding areas of the lower face.
- A face covering may be factory-made or handmade and improvised from ordinary household materials.
- A covering that hides or obscures the wearer's eyes or forehead is not considered an appropriate face covering.
- Examples of acceptable cloth face coverings include a scarf or bandana; a neck gaiter; a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise; or a mask, which need not be medical-grade.

A surgical mask or cloth face covering is required when:

- Inside of, or in line to enter, any essential business or facility engaging in minimum basic operations.
- Engaged in work to provide essential government functions.
- Interacting in person with any member of the public.
- Working in any space visited by members of the public, such as reception areas, service counters, public restrooms, cashier and checkout areas, waiting rooms, service areas, and other spaces used to interact with the public, regardless of whether anyone from the public is present at the time.
- Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through common areas such as hallways, stairways, elevators, and parking facilities.
- While occupying any room or enclosed area when other people (except for members of the person's own household or residence) are present.
- Entering public access areas of medical facilities and clinics.
- Experiencing flu-like, COVID-19, or other respiratory symptoms (sick employees are encouraged to stay home).
- When operating, waiting for, or riding public transportation, paratransit, taxi, private car service or ride sharing vehicle.

A face covering is not required to be worn when:

- A person is in a personal office; best practice is to keep the door closed if the face covering is off.
- When a person is alone in a private, single room.
- While driving alone in a vehicle.
- Only those members of a person's household are present.
- While engaged in outdoor recreation such as walking, hiking, bicycling, or running, providing six-foot social distancing is maintained.
- A medical professional has advised that wearing a face covering may pose a risk to the person wearing the mask for health-related reasons.
- Wearing a face covering would create a risk to the person related to their work as determined by local, state, or federal regulators or workplace safety guidelines.
- An individual has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.

Face coverings are required to be used ***in addition to*** practicing social distancing, maintaining cough, and hand hygiene, which are proven methods against spreading the virus. Face coverings are ***not*** intended to substitute for PPE required for job tasks.

Face coverings should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.
- Be kept clean and sanitary, laundering and machine drying between uses as recommended.

When putting on, wearing, and removing face coverings, users should:

- Wash their hands before applying the face covering securely.
- Avoid touching the face covering while wearing.
- Remove the face covering by touching only the straps of the face covering.
- Not touch their eyes, nose, or mouth when removing the face covering.
- Immediately after removing the face covering, place it in a temporary storage container (paper sack, plastic container, etc.).
- Wash hands immediately after removing the face covering.
- Launder and machine dry the face covering daily.
- Avoid cross-contamination between the face covering and other surfaces or individuals.

For the safety of all employees, the policies on social distancing and wearing face coverings are to be enforced. Employees who do not conform to the social distancing and wearing face covering policies will be cautioned by their supervisor and could be sent home and required to use accruals, or be absent without pay (AWOP) until they agree to follow policy.