



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

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To: Code 2A, All Staff

Date: May 1, 2020

CC:

From: Executive Team

Subject: Distribution of Masks Provided by the County Administrator

As part of the continuing effort to protect the safety and health of all County staff, The County Administrator's Office has purchased cloth masks in a quantity that allows us to distribute two (2) masks to each employee. EHSD received an initial supply of the cotton cloth masks yesterday and more are expected next week. We are distributing the masks to the attention of the Clerical Supervisors of each location. We will be doing distributions in 2 waves. Half of the total needed by each location is being sent today. The second distribution will be done when the second shipment arrives.

The manufacturer recommends you wash the masks before using but reports are that they should not be put in the dryer (in spite of what the directions state) as they do not do well in the dryer and may shrink. If you already have masks of your own, and do not need these, you can return them to the building manager and we will store them for future use. Thank you and please stay safe and healthy.