

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff, Code 2A

Date: October 1, 2020

From: Emily Arredondo, Emergency and Safety Coordinator

Subject: Wearing Cloth Masks in the Workplace

This memo is a reminder that social distancing and wearing face coverings is mandatory in all EHSD buildings and will remain mandatory until the Contra Costa County Health Order and Risk Management guidance is changed.

The information below is largely from Risk Management COVID-19 Exposures and the Workplace Guidelines, Revised August 11, 2020, 1400 hours.



FACE COVERING USER GUIDE

Please note that any time you remove your mask, it creates a risk of disease transmission. Face coverings should always be worn except when exempted by the [Health Order](#). For example, a surgical mask or cloth face covering is required when:

- Inside of, or in line to enter, any indoor public space.
- Outdoors in a public space.
- 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.

FACE COVERING SPECIAL CIRCUMSTANCES

- Consuming food and beverages:
- Keep the face covering while preparing food and beverages.
- Briefly remove the face covering while eating food or drinking while socially distanced from other occupants and adhering to room occupancy limits, replacing it when done.
- Briefly remove the face covering while eating or drinking at an outdoor break area.
- Maintain face coverings in place while making and taking phone calls.
- Occupants of cubicles will maintain their face coverings in place during the work shift.
- Face shields with drapes may be considered:
 - A face covering with a clear window is preferable for use when required for communicating with an individual with hearing impairment and other assistive technologies or communication methods are not available.
 - A face shield with a drape is allowed when required for communicating with an individual with hearing impairment and other assistive technologies or communication methods are not available.
 - A face shield with drape is allowed when it is caring for infants and children in a developmental stage where they must be able to see the caregiver's whole face.
 - When required by a doctor's note.
 - In the above special circumstances and only as long as work conditions permit, if the face shield and drape do not pose an additional work hazard, i.e. when operating moving equipment that poses an entanglement hazard.

FACE COVERINGS NOT REQUIRED

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 COVERING GUIDANCE

Face coverings are required to be used in addition to practicing social distancing and 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.
- See [Face Covering Etiquette](#) signage for additional guidance.

FACE COVERING CARE

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.