

Marsden Facial (Mask) Protection COVID-19 Use Recommendations

Introduction

The purpose of this document is to provide Marsden employees guidelines for facial mask usage during the COVID-19 Pandemic. It will describe when to wear a mask, how to properly wear a mask, the types of masks available and the guidelines regarding which type of mask to wear in specific environments.

When should you use a Mask?

Consistent with the CDC's guidance along with other state and or local government directives (return to work/reopening), a Marsden employee is required to wear a face covering (except when eating or drinking) in the workplace when:

- Attending in-person meetings in a conference room, private office, or other enclosed space
- Using any common spaces or equipment, including the company's shared space (e.g. lunchroom, breakroom, restrooms, lobbies, etc.)
- Interacting with other employees (6' social distancing applies)
- Meeting with customers/clients/vendors
- In elevators
- Working within six feet of members of the public, wherever located

Note: Wearing a face mask or cloth face covering is not a substitute for general hygiene and social distancing practices. All employees are required to comply with Marsden's Social Distancing Policy and CDC (other applicable health and safety policy) at all times.

Mask Management

For any type of mask, appropriate use and disposal are essential to ensure that they are effective and to avoid any increase in transmission. The following information on the correct use of masks is derived from practices in health care settings.

- Always wash your hands prior to placing a face mask. If a facility is not available to wash your hands, use hand sanitizer (60% alcohol based)
- Place the mask carefully, ensuring it covers the mouth and nose, and tie it securely to minimize any gaps between the face and the mask.
- Avoid touching the mask while wearing it.
- Never touch your mouth, nose or eyes while wearing a face mask
- Remove the mask using the appropriate technique: do not touch the front of the mask but untie it from behind.
- After removal or whenever a used mask is inadvertently touched, immediately clean hands using soap and water
- Replace masks as soon as they become damaged or damp, with a new clean, dry mask.
- Do not re-use single-use masks. (unless its stipulated in their efficacy for additional use beyond a single application)
- Discard single-use masks after each use and dispose of them immediately upon removal.
- Facial shields may be used in conjunction with facial coverings; however, they may not be used in lieu of facial coverings.

If you choose to use your own facemask, those Face Coverings shall not contain any offensive, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, or writing or images and must comply with Marsden's anti-harassment/discrimination policy. If your face covering does not comply with this policy, Marsden will provide you with a face mask for your use until you present a policy-compliant face covering. Additionally, face coverings shall comply with customer rules. Customer display requirements for facial covering may differ from Marsden and may not permit logos, verbiage or characters on them. Nothing in this policy prohibits or is intended to prevent you from discussing the terms and conditions of your employment with coworkers or union representatives/exercising protected rights under Section 7 of the National Labor Relations Act/exercising protected rights to the extent that those rights cannot be waived or engaging in protected speech as permitted by law.

Types of Facial Protection Masks (These would be masks used by a Marsden Employee while in the workplace of Public Places)

The following identification of facial protection devices are recommended use by CDC, W.H.O. HHS and other leading Health Organizations:

1. Cloth Masks (Cotton Material)
2. Surgical Masks
3. N95 (Or Equivalent)
4. Full or Half Face Respirator

Mask Application

The below table shows the type of face protection devices for each general category of cleaning, HVAC/Mechanical, Calibration, Security, Restoration, etc.

Risk Category	Low	Medium	High	Very High
Mask Type Job Type	Service and install, routine cleaning and housekeeping in offices, manufacturing or industrial facilities, and other job sites not occupied by the general public	Service and install, routine cleaning and housekeeping at job sites accessed by staff and/or members of the general public.	Service and install, cleaning visible blood, body fluids (including respiratory sections, mucous, etc.), or other potentially infectious materials from people suspected of having or known to have COVID-19.	Service and install, using a disinfecting fogger or sprayer at job sites occupied by people suspected of having or known to have COVID-19
Cloth Mask (Cotton Material)	X	X		
Surgical Mask	X	X		
N95 (or Equivalent)	X	X	X	
Full- or Half- Face Mask	X	X	X	X

An employee is not required to wear a mask if the following circumstances are all met:

- The employee works alone at a site or in a dedicated office,
- the employee is not around any other individuals, and
- the customer site does not “require” facial protection.

Mask Reuse:

Cloth Masks: The use of facial protection is designed to protect others from yourself, and in return, others wearing masks to protect you. Therefore, the structure of the mask is critical to protect from aerosols (wet droplets)

It has been discovered that cloth mask usage is ok to use on multiple occasions, provided:

- Cloth Mask is laundered (soap and water) after each use and air drying is preferred in order to sustain the integrity of the structure of the mask
- The cloth mask (s) are stored away from other materials. Ideally, a clean zip lock plastic bag is recommended to store after laundering.
- The cloth mask is not damaged and or soiled

You can use your cloth masks up to thirty (30) times; provided, you launder and store it accordingly.

Respirators (N95 or Equivalent): These masks are typically made of “paper” like material and therefore, are subject to being easily damage by donning and doffing. They can be used up to three times, provided:

- The structure of the mask is not damaged
- The outside of the masks isn’t touched during donning or doffing
- The mask isn’t showing any signs of being soiled (e.g. interior or exterior)
- Mask is stored in a plastic container (e.g. Ziplock Bag, or another plastic container)

Individual use of Facial Protection

Following the guidelines of CDC, there are specific groups of people who can wear facial protection (Masks) and there are those who are not recommended to wear facial protection (Masks). Here are the key takeaways from the CDC recommendations for Cloth Face Covering during COVID-19:

- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- A cloth face covering may not protect the wearer, but it may keep the wearer from spreading the virus to others.
- Any employee who needs to remove their mask for the purpose of getting some fresh air after prolong use of the mask, can take a few minutes to pull their mask down for that purpose only
- Allow the employee to occasionally remove their mask to improve breathing. Ensure this is done with adequate social distancing. This can be accomplished with a 10-minute break after two hours of mask use; pursuant, to maintaining social distancing from other people while doing so.
- If an environment becomes unreasonably hot while wearing masks, employees should take precautions to stay hydrated and bring it to the attention of the supervisor.

- Refer to the table below for additional details on when to safely don and doff masks.

If an employee has a pre-existing respiratory condition (e.g. COPD, Asthmatic, Bronchitis, Lung Cancer, Fibrosis, etc.) and is requested to wear a mask, the following conditions should be considered in order to maintain their health during use of facial protection:

- Assign or reassign employee to a position where they are not working around others and are free to work without a mask.
- If assign to a facility where it is required to wear a mask, perhaps reassign to another location without the same restrictions.

Note: Please contact your supervisor and Human Resources if you require an accommodation due to a disability or other grounds protected by federal, state, or local laws. Marsden will provide a reasonable accommodation if the employee can perform the essential functions of the position with or without a reasonable accommodation, and to the extent it can make the accommodation without imposing an undue hardship on Marsden.

Mask Type COVID-19 Status	Asymptomatic/Pre-existing Respiratory Conditions	Showing any COVID-18 symptom	Post Quarantine Positive test for COVID-19
Cloth Mask, Bandana, Home made (Cotton Material)	Can remove temporarily if able to work alone	Quarantine	Can remove temporarily if able to work alone
Surgical Mask	Can remove temporarily if able to work alone	Quarantine	Can remove temporarily if able to work alone
N95 (or Equivalent) ¹	Can remove temporarily if (1) the hazard is not present and (2) able to work alone	Quarantine	Can remove temporarily if (1) the hazard is not present and (2) able to work alone
Full- or Half- Face Mask ²	Can remove temporarily if (1) the hazard is not present and (2) able to work alone	Quarantine	Can remove temporarily if (1) the hazard is not present and (2) able to work alone
Marsden Recommended Practice: Remove mask for a 10 minute break every 2 hours if conditions allow.			
Footnotes:			
(1) No medical evaluation, fit testing and training needed if worn voluntarily or for personal use.			
(2) Requires completed medical evaluation, fit testing and training prior to use.			

