

# WEARING A FACIAL COVERING TO WORK

COVID-19 Facial Protection to Help Keep People Safe

## CLOTH FACE COVERINGS IN THE WORKPLACE

We require that employees wear face coverings and/or masks while at work.

The only exceptions are when:

- You are working alone and away from other people and have your manager's approval
- You have an underlying health condition that prevents you from safely wearing a mask
- While eating, drinking, or taking a break and you are away from other people

We also want to encourage you to always wear a cloth face covering when you are out in public indoor places or in accordance with local laws or requirements. The Center for Disease Control (CDC) recommends wearing a covering over your mouth and nose whenever you are out in public. Learn more at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

## HOW CLOTH FACE COVERS WORK

COVID-19 spreads through respiratory droplets in the air. Cloth face coverings are known as “source control” – they prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. Since the virus can spread before symptoms start, or even if a person has no symptoms, wearing a cloth face covering is important even if you don't feel sick. By wearing a face covering, you help to protect others around you. And when they wear their face covering, they are protecting you.

Even when wearing a cloth face covering, it is still very important to social distance (stay at least 6 feet from others) for everyone's health and safety.



## CLOTH FACE COVERINGS AT WORK

You must wear a cloth facial covering to work. We will provide you with a cloth face covering or you may wear your own cloth facial covering. Acceptable cloth facial coverings include surgical masks, dust masks, homemade cloth facial coverings, or bandanas.

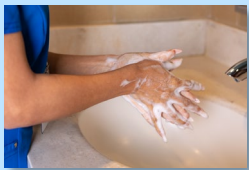
You may be required to wear an N95 or equivalent mask instead of a facial covering in some positions or for certain tasks. N95 masks are only required as PPE under very limited circumstances. If you are required to wear an N95 mask at work (for example, if you are performing Level 2 or Level 3 disinfecting services), the company will provide an N95 mask to you in addition to any other required PPE.

# ARE THERE ANY FACIAL COVERINGS I CAN'T WEAR?

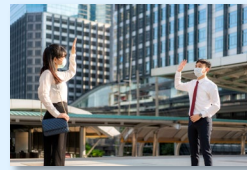
Not all facial coverings are appropriate for work. You cannot wear a ski mask, costume mask, or gas mask to work. Your facial covering also needs to meet the company's standards of appearance and should be professional. It should not contain any graphic images, inappropriate language, logos, or other distracting markings. Preferably, facial coverings will be a solid color or have limited patterns.



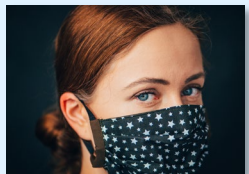
## FACIAL COVERING PROPER USE



Wash your hands before putting on your facial covering and after removing it.



Maintain social distancing (six feet away from other people) while wearing the facial covering.



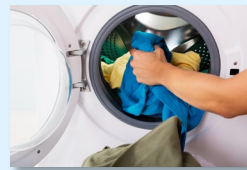
Make sure your mouth and nose are fully covered and that the covering fits snugly against the sides of your face so there are no gaps.



If you need a break from your facial covering, remove yourself from others and if possible, go outside. Remove your facial covering and take several deep breaths before replacing it.



Make sure you do not have any difficulty breathing while wearing the cloth facial covering.



Wash cloth masks with soap and water after removal before using again. Throw away dust, surgical, N95 and other non-washable masks if they become soiled, damaged, or after 3 uses.



Do not touch the facial covering or your face. Do not touch underneath the facial covering while wearing it, such as to itch your face.



Check with your manager if you have any problems with your cloth face covering.

THINK SAFE. WORK SAFE. BE SAFE. REPORT ANY CONCERNS.

