



---

# CLOTH FACE COVERINGS DURING THE COVID-19 PANDEMIC

*APPROVED \_\_\_\_\_, 2020 BY THE COMMON COUNCIL*

## **Purpose**

This policy outlines the work rule for City of Milton staff and elected officials to wear cloth face coverings when inside City of Milton facilities in public, shared, or common areas and when conducting business with the public.

## **Policy**

In March, the City of Milton implemented preparedness and response efforts related to the coronavirus or COVID-19. Since the beginning, public health officials and scientists have been gathering information about this new virus to better provide recommendations and guidance to the public. This information has continually evolved as new discoveries are made.

The current guidance from the Centers for Disease Control and Prevention (CDC) recommends the wearing of cloth face coverings to slow the spread of COVID-19. Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

The City of Milton's primary objective in issuing work rules and organizational changes related to the COVID-19 pandemic is to maintain the health and safety of our staff members and our community members. Based on this and the information above from the CDC, the City of Milton has adopted this guidance as a work rule and require all staff and elected officials to wear cloth face coverings inside City of Milton facilities in public, shared, or common areas and when conducting business with the public. This policy will be incorporated into a future reopening plan for the City of Milton and will expire when the reopening plan phases are complete.

Cloth face coverings will be required in all public, shared, or common areas and when conducting business with the public. If an employee is alone in their office or cubicle working, they may remove their cloth face covering. If the employee leaves their workspace to access a copier, go the breakroom, or other such tasks, they must wear their cloth face covering.

## **Procedures**

The City of Milton will provide cloth face coverings for all employees to use when they are in public, shared, or common areas in City of Milton facilities and when conducting business with the public. However, employees will be allowed to wear a different face covering of their choosing, so long as it follows the guidelines as outlined by the CDC and meets the City's dress code policy.

According to the CDC, cloth 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

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

If the cloth face covering provided by the City of Milton does not fit an employee appropriately based on the above CDC recommendations, they are to contact their Department Head or supervisor to discuss alternate styles or options.

The cloth face coverings should be routinely washed by the employee using a washing machine.

Employees should practice safe removal of their cloth face covering by not touching their eyes, nose, or mouth when removing their face covering. Employees should wash their hands after removing the face covering. The face covering can be stored in a paper bag between uses during the same day of use.

Please refer to the infographic on the next page for additional information from the CDC about how to safely wear and take off a cloth face covering.

# How to Safely Wear and Take Off a Cloth Face Covering

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)