

## **Additional Mask/Face Covering Guidance**

In accordance Delaware County COVID-19 Employee Checklist:

Masks and face covers are a safety measure that are required for employees and recommended for customers. Wearing guidance shall be as follows:

- will cover the nose and mouth;
- will be required when serving the public in a face-to-face format;
- will be required when meeting with other employees or the public in a face-to-face format;
- will be required when traveling in a vehicle with another person;
- will be required when working within 6ft of another person outside;
- will be required when employees are moving around the office or within the building.

The updated Ohio Department of Health Director's Stay Safe Ohio Order gives the following exceptions:

- Facial coverings in the work setting are prohibited by law or regulation;
- Facial coverings are in violation of documented industry standards;
- Facial coverings are not advisable for health reasons;
- Facial coverings are in violation of the business's documented safety policies;
- Facial coverings are not required when the employee works alone in an assigned work area: or
- There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.

We must be able to provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. Employees requesting exception due to health reasons will need to work through the issue with the HR department. If an exception other than health concerns will be used, the office leadership will need to ensure that adequate reason is available if written justification is requested. An example would be an emergency dispatcher due to the need for voice clarity when taking a 9-1-1 call or dispatching over the radio. For the Delaware County 9-1-1 Center, the expectation is the workers will be adequately spaced when possible.

Supervisors must ensure that work spaces are at least 6 feet apart or an appropriate barrier at least 1 foot above the heads of the seated worker and extending along the employee's physical range of normal motion in the space is in place, otherwise the exception for "working alone in an assigned work area" will not apply.

If an employee is working a front desk (assigned work area), are properly spaced, and no other person is near then there is no requirement to wear a mask. However, as a member of the public or employee approaches the desk, even when a glass barrier or sneeze guard is in place, prior to coming within 6 feet that employee will need the wear the face covering.

If an employee enters another employees office, cubicle, or within 6 feet of a work area, then all employees will be required to wear a face covering. If communicating from a distance as to not enter the previous mentioned spaces, then no requirement exists for a face covering except for the person in travel.

If an employee is working in an area alone that would normally house several employees and that employee will move to obtain something, then there is no need to wear a face covering. A face covering should be brought by that employee in case a person enters that space. For example, if no one is present in Commissioner's spaces except one employee working and that employee goes to the printer located in the common area to receive the paper, no need exists to wear the face covering as the space is otherwise empty.

Other Tips:

Homemade masks should follow CDC guidance.

Do not touch the front of the face covering while wearing it. If you do, wash your hands or use hand sanitizer.

Wash or sanitize your hands before putting on and immediately after removing the face covering.

Do not touch your eyes, nose, or mouth when removing the face covering.

Keep a supply as to not wear the same face covering each day. Label face coverings (such as Monday, Tuesday, Wednesday) so as not to wear the same one back-to-back unless laundered.

Store masks that cannot be washed separately. Wash face coverings frequently that can be.

Do not wear when wet from laundering or from spit or mucus.

Density of the fabric matters as less dense material will prevent the spread as easily. If you can see light easily through fabric of a homemade face covering, then double up the fabric or consider different fabric.

**RULE OF THUMB, IF IN DOUBT WEAR A FACE COVERING**