Policy and Protocol for the Use of Cloth Face Masks

PURPOSE
The purpose of this policy is to establish clear policy and protocol regarding the use of masks by employees in the workplace.

SCOPE
This is a town-wide policy applying to all departments, excluding the Board of Education. The First Selectman or Human Resources Department may alter this policy at any time based on safety of employees as well as changes in State requirements.

POLICY
Effective December 23, 2021, the policy for cloth face masks is as follows:

- **ALL employees, both vaccinated and unvaccinated, must wear a mask in public spaces.**
- All visitors must wear a mask inside Town facilities.
- Masks are not required for any employee working outdoors.

PROTOCOL

Selecting A Face Mask
All masks should be professional and free from slogans or inappropriate graphics.
Employees must select a face covering that meets all of the CDC recommendations, which include:

- Two or more layers.
- Made from a washable, breathable fabric.
- Is the right size for the user.
- Bandanas, face shields, and face masks with exhaust valves or vents may not be worn as a substitute for a face mask.

Putting on a Face Mask
Before putting on a mask, individuals must clean their hands with an alcohol-based hand rub or soap and water. Next employees must:

- Use both hands to hold the mask by the ear loops. Always handle face masks by the ear loops.
- Bring the mask up to the front of your face with the loops placed around your ears. Make sure your nose, mouth and chin are covered by the mask.
- Fit snug against the face with no gaps. This will help employees who wear glasses to limit fogging.
- Be able to breathe comfortably and without any restrictions while wearing the mask.

Revision Date: December 22, 2021
Wearing a Face Mask
While employees are wearing a face mask, they must ensure that:

- The mask fits snugly and comfortably against the front of the face
- The mask fits securely over nose and mouth at all times.
- The mask is secured with ties or ear loops.
- The employee can breathe without any restrictions.

Removing a Face Mask
To remove a mask, individuals must either untie or undo the ear loops and the take off the mask from behind their head. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Cleaning a Face Mask
Masks must be washed routinely, after each use. The CDC also recommends having numerous masks depending on frequency of use. A washing machine should suffice in properly washing the face covering. The mask can be laundered, and machine dried without damage or change to shape.

Disposable face masks should not be washed and are not reusable as they lose their protective properties. They should be changed frequently depending on the environment in which they are worn.

Replacing a Face Mask
Employees are expected to safeguard town property. If an employee loses or damages a Town issued face mask he/she should notify his/her supervisor, who will obtain a replacement mask from the Human Resources Department.

Questions about this policy or the cloth face masks distributed to employees should be directed to the Human Resources Department Safety Analyst.