Employees are encouraged to wear cloth facial coverings, but disposable masks are available from HudsonAlpha. For disposable masks, please follow the normal processes for obtaining stock items. Unlike workers at a grocery store or health care setting, we are unlikely to closely interact with multiple people when on campus. For that reason, employees may choose to use the same mask throughout a single workday, being careful to touch the front of the mask as little as possible. The mask should be washed or discarded at the end of the day. Cloth facial coverings can be washed in the same load of laundry with clothing and linens from home. For a single-use mask, fold it in half (keeping respiratory droplets on the inside) and wrap a tissue, napkin or paper towel around the mask. Use a clean mask for each new visit to campus.

Why wear facial coverings?
Cloth facial coverings and single-use masks slow the spread of the SARS-CoV-2 virus. The virus is transmitted through close proximity — talking and breathing as well as coughing and sneezing. In addition, a significant percentage of people with COVID-19 lack symptoms, but can infect others. Because facial coverings capture respiratory droplets from our mouth and nose, they lower the risk that unknowingly contagious individuals spread the virus. Face coverings also help keep us from touching our face with contaminated hands, another way the virus is spread.

Wearing a face covering is not a substitute for social distancing, hand-washing and surface disinfection. These practices should still continue. When we all wear masks, we protect each other.

Medical concerns about wearing face coverings
Employees may have a medical issue that interferes with wearing a face covering. These individuals will not be required to wear masks or face coverings, but may be temporarily excluded from situations that require face to face interaction with others.

The CDC lists five criteria for CLOTH FACE COVERINGS to be effective:
1. They should fit snugly but comfortably against the side of the face
2. Be secured with ties or ear loops
3. Include multiple layers of fabric (scarves or single-layer cloth coverings aren’t effective)
4. Allow for breathing without restriction
5. Able to be laundered and machine-dried without damage or change to shape
How to put on a face covering

1 Clean your hands with soap and water or hand sanitizer before touching the mask.
2 Ensure there are no obvious tears or holes in either side of the mask.
3 Determine which side of the mask is the top. Some may have a stiff bendable edge meant to mold to the shape of your nose.
4 Determine which side of the mask is the front. Many disposable masks have a colored side and a white side. The colored side is usually the front and should face away from you, while the white side touches your face.
5 **Follow the instructions below for the type of mask you are using.**
   - **Face Mask with Ear Loops:** Hold the mask by the ear loops. Place a loop around each ear.
   - **Face Mask with Ties:** Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
   - **Face Mask with Bands:** Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6 Mold or pinch the stiff edge to the shape of your nose (if applicable).
7 If using a face mask with ties: Take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
8 Pull the bottom of the mask over your mouth and chin.

How to remove a facial covering

1 Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask *(treat it as if it is contaminated)*. Only touch the ear loops/ties/band.

   **Follow the instructions below for the type of mask you are using.**
   - **Face Mask with Ear Loops:** Hold both of the ear loops and gently lift and remove the mask.
   - **Face Mask with Ties:** Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
   - **Face Mask with Bands:** Lift the bottom strap over your head first then pull the top strap over your head.
2 If you will be re-wearing the mask, place it front side down on a paper towel or in a container. Do not touch the front of the mask. If you are finished wearing the mask, throw it away or place the cloth facial covering in a bag or container until it can be washed and dried.
3 After handling the mask, clean your hands with soap and water or hand sanitizer.

*(Guidelines modified from the San Francisco Department of Public Health.)*