GUIDANCE FOR FACE COVERINGS

1. WHEN SHOULD I WEAR MY CLOTH FACE COVERING?

All employees are required to wear cloth face coverings when they enter and exit buildings, walk in hallways, take the stairs or elevator, use the restroom, and when they are in a shared space where it is difficult to maintain a minimum of 6 feet of space between others. This includes when in break areas and other common areas.

2. WHEN IS MY CLOTH FACE COVERING NOT REQUIRED?

Employees are not required to wear a cloth face covering when they are alone, when social distancing of more than 6 feet can be maintained, when walking or working outdoors alone, and when driving a vehicle alone.

3. HOW DO I WEAR MY CLOTH FACE COVERING CORRECTLY?

Before handling your cloth face covering, wash your hands with soap and water for at least 20 seconds. Place 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.

4. WHY DO I NEED TO WEAR A CLOTH FACE COVERING?

Along with daily preventive actions and social distancing in public settings, cloth face coverings are an additional step to help slow the spread of COVID-19. They are a tool to help keep individuals who unknowingly have the virus from transmitting it to others.

5. WHAT HAPPENS IF I DO NOT WEAR A FACE COVERING?

Cloth face coverings on campus are mandatory. In an abundance of caution, we must take efforts to safeguard members of our campus community as we continue the phased approach to returning to campus. Employees who do not wear a cloth face covering will be directed to do so. Supervisors are advised to consult with Human Resources regarding employees that refuse to wear a cloth face covering or have a medical reason that would impact their ability to wear one.
PUTTING ON YOUR CLOTH FACE COVERING

*Wash your face covering before wearing.*
- **Wash your hands** with soap and water for at least 20 seconds (or alcohol-based sanitizer).
- **Place your face covering on your face** with the exterior side facing out. Hold by the ear loops to avoid touching the body of your face covering.
- **Secure your face covering to your face** with the ear loops.
- **Wash your hands.**

WEARING YOUR CLOTH FACE COVERING

- **Cover your mouth and nose.** Make sure there are no gaps between your face and your face covering, covering your mouth and nose, with the bottom edge under your chin.
- **Avoid touching your face covering, your face, or pulling your face covering down.** If you do, wash your hands.
- **Do NOT share your face covering.**
- **When wearing your face covering for an extended period of time, be sure to take frequent breaks.**

REMOVING YOUR CLOTH FACE COVERING

- **Wash your hands** with soap and water for at least 20 seconds (or alcohol-based sanitizer).
- **Remove your face covering with the ear loops.** Try to not touch the body of your face covering.
- **Wash your hands.**

CLEANING/STORING YOUR CLOTH FACE COVERING

- **Wash your hands** with soap and water for at least 20 seconds (or alcohol-based sanitizer).
- **Wash your face covering in a laundry machine.** Air drying is recommended, but you can tumble dry on medium heat.
- **Store your face covering** in a dry, clean bag.