



## COVID-19 Employee Cloth Mask Guidance

### Guidance Statement

The County's operations are regulated by Maryland Occupational Safety and Health Administration (MOSH), which has established guidance related to face coverings and other respiratory protection. This guidance also includes the compliance requirements in Governor Hogan's Executive Order, effective on April 18, 2020, that face coverings must be worn on public transportation, or to enter retail or food service establishments.

Montgomery County Government shall require all employees who report to work at assigned work locations (onsite) to wear cloth masks while in County office buildings, facilities, vehicles, and other workspaces. The cloth mask requirement shall apply to all County employees, interns, temporary or seasonal employees, contractors, volunteers and individuals engaged in business on behalf of the County.

Note: If your worksite and/or departmental internal policy requires a different mask type please follow that policy as instructed.

This guidance shall remain in effect until further notice. The current public health crisis related to the COVID-19 pandemic will be monitored closely to inform any decision to modify or terminate this policy.

### Public Safety Employees:

- Public safety employees should follow the internal policies of their respective agencies concerning the wearing of personal protective equipment while on duty and guidelines for entering public safety facilities.

### Purpose

Montgomery County Government is committed to the safety and health of our employees and others as employees provide the public with efficient, high quality, and compassionate continuation of services of governmental functions.

The County requires that all employees wear cloth masks while in County office buildings, facilities, vehicles, and other worksites to protect the workforce and the public with the goal of reducing potential COVID-19 exposures.

### Definitions

- Cloth mask: Currently recommended by the CDC to prevent transmission of the virus between people in close proximity. Cloth masks should be worn by everyone in all public settings where social distancing is infeasible. Examples include grocery stores, office buildings, vehicles, and other enclosed spaces containing two or more individuals.
- Surgical Face Mask: A fluid resistant barrier designed to protect the wearer from large droplets, splashes or sprays of bodily or other hazardous fluids. Surgical face masks should be worn by healthcare workers when N95 respirators are not available and patients who are suspected or confirmed to have COVID-19.

- Filtering Facepiece Respirator (e.g. N95): Reduces the wearer's exposure to small particle aerosols and large droplets. Filtering Facepiece Respirators should be worn by healthcare workers providing care to suspected or confirmed COVID-19 cases or by public safety employees in accordance with their department's directives.

### **Cloth Mask Supply and Training**

- The County shall provide cloth masks and usage guidance to all onsite employees. Directors will be responsible for ensuring all onsite employees have received this document and reviewed the attached [MCSP-23, Department Directions for Personal Protective Equipment During COVID-19](#). (Press CTRL + CLICK to follow the link.) Cloth mask usage instructions can be found in section 4.0, E.
  - Please note the cleaning instructions in the Department Directions for PPE (link above), section 4.0, B. for masks, are only applicable to surgical or N-95 masks. Cloth masks should be laundered or rinsed in hot soapy water and dried daily.
  - For cloth masks, employees should put a dot on one side of the mask that identifies the front from the back. The mask should always be worn the same way. Also, the mask should be worn with the pleats "down" in the front. When putting on or take off a mask, employees should use the straps – they should not touch the outside of the mask with their hands.
- Employees will be required to sign documentation confirming that they have reviewed the guidance in this document and the cloth mask usage instructions (above).
- Employees are responsible for maintaining and cleaning County-issued cloth masks. Please refer to the policy above.
- If an employee chooses to wear their own cloth mask in place of those provided by the County, the mask must not contain graphics or images that are or may be potentially offensive, insensitive, inappropriate, intimidating or in any other way not consistent with the County mission, the County EEO regulations, or departmental policies.

### **Entering County Buildings**

- All individuals entering any County building will be required to wear a cloth mask for the duration of their stay in the building. Individuals not wearing a cloth mask will not be permitted to enter any County building. This includes employees who are visiting a County office building to pick up items in the office for telework purposes.
- Employees may remove their cloth mask while they are working alone in an office space with a door that is closed. These employees must put on their cloth mask when entering common areas or in the presence of other persons.

### **Exceptions**

The County shall require the use of cloth masks unless the employee cannot wear a cloth mask for reasons consistent with the Americans with Disabilities Act.

- Any employee who is unable to wear a cloth mask due to a disability or medical condition should not work onsite. These employees should telework, if possible. If telework is not an option, the employee will be placed on administrative leave with OMS verification of their condition.
- Employees subject to such limitations or restrictions should immediately contact Occupational Medical Services in the Office of Human Resources at [medicalinfo.oms@montgomerycountymd.gov](mailto:medicalinfo.oms@montgomerycountymd.gov) or 240-777-5118.

**Failure to Follow Guidance**

If the County determines that this guidance is not being adhered to by employees, it may be amended to include appropriate disciplinary actions.

**Additional Guidance**

- [MCSP-23, Department Directions for Personal Protective Equipment During COVID-19](#)
- [CDC Guidance on Proper Use and Maintenance of Cloth Face Coverings](#)

Questions about this guidance may be directed to Gary Stafford, Risk Management Safety Manager, via email at [gary.stafford@montgomerycountymd.gov](mailto:gary.stafford@montgomerycountymd.gov).



Department of Finance  
Division of Risk Management

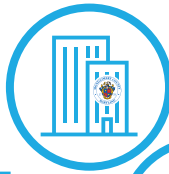
Office of Emergency  
Management and  
Homeland Security

Office of *Human* Resources

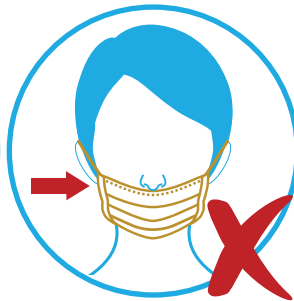
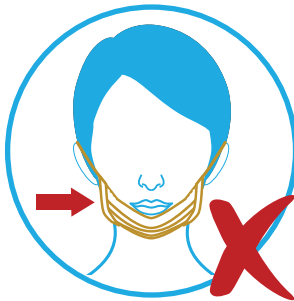
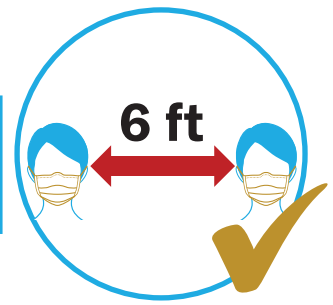
# MCG Employee Cloth Mask Guidance



Cloth masks must be worn in MCG buildings, worksites, vehicles, and other MCG workspaces.



Continue to practice social distancing while wearing masks.



Cloth masks should be positioned to fully cover the nose, mouth, and chin.



Cloth masks should be washed or laundered with hot water and detergent at the end of the day.



Wash your hands before putting on your mask and after removing your mask.



Avoid touching your face while putting on, removing, or wearing your mask. Touch only the ear loops to remove your mask.



Masks can only be removed when alone in an enclosed space such as in an office with the door closed or when driving alone in a vehicle.