



COVID-19 Employee Cloth Mask Guidance Questions and Answers

Question	Answer
Who is required to wear a cloth mask?	<p>Cloth masks are 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 office buildings, vehicles, and other enclosed spaces containing two or more individuals.</p> <p>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.</p> <p>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.</p>
Does this guidance apply to public safety employees?	Public safety employees should continue to follow the internal policies of their respective agencies concerning personal protective equipment (PPE).
Can I take off my cloth mask when I am alone in my office?	Yes, employees can remove their cloth mask while they are working alone in an enclosed space such as an office with a door that is closed or when driving alone in a vehicle. These employees must put on their cloth masks when entering common areas or in the presence of other persons.
How many cloth masks will each employee receive and how often will new supplies be distributed?	Each employee will receive two cloth masks. New supplies will be distributed at regular intervals, likely every three to four weeks.
What if I cannot wear a cloth mask because of a disability or medical condition?	<p>An employee who is unable to wear a cloth mask due to a disability or medical condition should not work onsite. The employee should telework, if possible. If telework is not an option, the employee will be placed on administrative leave with OMS verification of their condition.</p> <p>Employees subject to such limitations or restrictions should immediately contact Occupational Medical Services in the Office of Human Resources at medicalinfo.oms@montgomerycountymd.gov or 240-777-5118.</p>
Can I choose to wear my own cloth mask instead of what is provided by the County?	Yes. If an employee chooses to wear their own cloth mask in place of those provided by the County, the mask must <u>not</u> contain graphics or images that are or may be potentially offensive, insensitive, inappropriate, intimidating or in any other way not consistent

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	<p>with the County mission, the County EEO regulations, or departmental policies.</p> <p>If an employee chooses to purchase and wear their own mask rather than the supply provided by the County, the employee will not receive reimbursements for that purchase.</p>
<p>What if I forget to bring my cloth mask to work?</p>	<p>It is the responsibility of employees to bring and wear required PPE, including cloth masks, to their work locations. Employees will not be allowed to enter any County building or other assigned work location (onsite) without a cloth mask.</p> <p>Individual departments have the discretion to provide a replacement cloth mask if available or send the employee home to retrieve their cloth mask. Employees will not be paid for time spent retrieving forgotten PPE.</p>
<p>What if I refuse to wear a mask and it is unrelated to any ADA issue?</p>	<p>Employees will not be permitted to complete their onsite job duties without wearing the required PPE. Employees may request to use personal leave, subject to normal departmental procedures and approval, but employees will not be placed on administrative leave without a valid reason that is consistent with ADA.</p>
<p>Where can I find instructions on how to use and maintain my cloth mask?</p>	<p>Cloth mask usage instructions can be found in section 4.0, E. of the following document: MCSP-23, Department Directions for Personal Protective Equipment During COVID-19. (Press CTRL + CLICK to follow the link.)</p> <ul style="list-style-type: none"> • 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.
<p>Who is responsible for cleaning County-issued face masks?</p>	<p>Employees are responsible for maintaining and cleaning County-issued face masks as outlined above.</p>
<p>Where can I find additional guidance?</p>	<ul style="list-style-type: none"> • Department Directions for Personal Protective Equipment During COVID-19 • CDC Guidance on Proper Use and Maintenance of Cloth Face Coverings