



~~CLOTH FACE COVERINGS /~~ FACE MASKS

**DURING THE COVID-19 PANDEMIC**

*APPROVED MAY 19, 2020 BY THE COMMON COUNCIL*

*REVISED \_\_\_\_\_*

**Purpose**

This policy establishes a uniform policy requiring face masks be worn by City of Milton employees, elected officials, contractors/vendors, and members of the public ~~outlines the work rule for City of Milton staff and elected officials to wear cloth face coverings~~ when inside City of Milton facilities in public, shared, or common areas, when conducting business with the public, and when at outside City of Milton worksites where physical distancing is not possible. ~~and when conducting business with the public.~~

**Definitions**

For purposes of this policy, the following definitions apply:

**Face Mask** – Refers to all types of face masks used to cover the nose and mouth of an individual.

**City of Milton Facilities** – Refers to City Hall (710 S. Janesville Street), Police Department (690 S. Janesville Street), Public Works Facility (150 Northside Drive), and the Milton Public Library (430 E. High Street). Parks and their facilities (shelters, Community House, etc.) and polling locations are excluded, but the City encourages community members in those spaces to wear a face mask.

**Member of the Public or Visitor** – Refers to individuals who are accessing services from a City facility.

**Policy**

In March, the City of Milton implemented preparedness and response efforts related to the coronavirus or COVID-19. Since the beginning, public health officials and scientists have been gathering information about this new virus to better provide recommendations and guidance to the public. This information has continually evolved as new discoveries are made.

The current guidance from the Centers for Disease Control and Prevention (CDC) recommends the wearing of ~~cloth face coverings~~ face masks to slow the spread of COVID-19. ~~Cloth face coverings~~ Face masks prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, breathing, or coughing. Since people can spread the virus before symptoms start or be asymptomatic, ~~or even if people never have symptoms~~, wearing a ~~cloth face covering~~ face mask can protect others around you. Face ~~mask coverings~~ maskseoverings worn by others protect you from getting the virus from people carrying the virus.

The City of Milton’s primary objective in issuing ~~work rules and organizational changes~~ policies related to the COVID-19 pandemic is to maintain the health and safety of our staff members and our community members. Based on this and the information above from the CDC, the City of Milton has adopted this guidance ~~as as a work rule a policy~~ and requires all staff, elected officials, contractors/vendors, and members of the public ~~and elected officials~~ to wear ~~cloth face coverings~~ face masks inside City of Milton

facilities in public, shared, or common areas, when conducting business with the public, and when at outside City of Milton worksites where physical distancing is not possible. ~~and when conducting business with the public.~~ This policy ~~will is expected to be incorporated into a future reopening plan for the City of Milton and will~~ expire when the ~~reopening plan phases~~ phases of the City of Milton Reopening Phased Plan are complete.

~~Cloth face coverings will be required in all public, shared, or common areas and when conducting business with the public. If an employee is alone in their office or cubicle working, they may remove their cloth face covering. If the employee leaves their workspace to access a copier, go to the breakroom, or other such tasks, they must wear their cloth face covering.~~

## Procedures

The City of Milton will provide ~~cloth face coverings~~ face masks for all employees to use when they are in public, shared, or common areas in City of Milton facilities, when conducting business with the public, and when at outside City of Milton worksites where physical distancing is not possible. ~~and when conducting business with the public.~~ However, ~~e~~Employees will be allowed to wear ~~a different face covering~~ different styles of face masks of their choosing, so long as it follows the guidelines as outlined by the CDC and meets the City's dress code policy.

In the event a member of the public does not have a face mask, they will be provided a disposable face mask by the City of Milton.

According to the CDC, ~~cloth face coverings~~ face masks should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric for cloth face coverings
- Allow for breathing without restriction
- Reusable face masks should ~~B~~be able to be laundered and machine dried without damage or change to shape
- All face masks must simultaneously cover the nose and mouth entirely

The ~~cloth face coverings~~ face masks recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

If the ~~cloth face covering~~ face mask provided by the City of Milton does not fit an employee appropriately based on the above CDC recommendations, they are to contact their Department Head or supervisor to discuss alternate styles or options.

The ~~cloth face coverings~~ reusable face masks should be routinely washed by the employee using a washing machine.

Employees should practice safe removal of their ~~cloth face covering~~ face mask by not touching their eyes, nose, or mouth when removing their face covering. Employees should wash their hands or use hand

| [sanitizer](#) after removing the face covering. The face covering can be stored in a paper bag between uses during the same day of use.

| Please refer to the infographic [on the next page below](#) for additional information from the CDC about how to safely wear and take off a cloth face covering.

# How to Safely Wear and Take Off a Cloth Face Covering

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put 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
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Exemptions

The following exemptions apply to this policy:

- Children under two years of age are exempted from wearing a mask.
- If wearing a mask while completing a task will create an unsafe work environment for the employee or the public.
- When consuming food or beverages.
- If an employee is alone inside their enclosed office or sitting in their cubicle, vehicle, or workspace while maintaining physical distancing. If someone else enters that space, both individuals must immediately wear a face mask. If the employee leaves their workspace to access a copier, go to the breakroom, or other such tasks, they must wear their cloth face covering or face mask.
- If an employee is working alone outdoors or is not in close proximity to other people (e.g., mowing grass).
- Employees who submit a request for accommodation and sufficient certification from a health care provider will enter into the interactive process to determine what accommodations can be made.
- When the visitor has a medical condition or disability that prevents them from wearing a face mask.
- The visitor is hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- When directed by a City employee to remove their face mask for a specific service or to confirm an individual's identity.

## **Enforcement**

- Employees
  - City of Milton employees are expected to follow the mandatory requirements of this policy. Any exemption from this policy will require a request for accommodation and sufficient certification from a health care provider.

Employees who fail to follow any of the work rules outlines in this policy may be subject to disciplinary action.
- Members of the Public
  - Individuals who refuse to or are unable to wear a face mask will be provided with alternative accommodations for conducting City business.
  - Any member of the public who refuses to wear a face mask when required will be refused entrance or asked to leave the facility.

- Individuals who disregard this policy and enter or remain within or upon a City facility without a face mask where one is required, or who cause a disturbance thereon, could be subject to a civil ordinance violation citation (e.g., trespassing or disorderly conduct).