

# Face Mask Guidelines

Face coverings must be worn by all non-vaccinated persons outdoors on campus when in the presence of others when social distancing is not practical and in buildings in non-private settings (e.g. common work spaces, work stations, meeting rooms, etc.). Face coverings do not need to be worn if you are working in your individual office, by yourself, and feel comfortable doing so.

Appropriate use of face coverings is critical in minimizing risk to others, as a person could spread COVID-19 to others even if the person does not feel sick. Note that the face covering is not a substitute for social distancing, and the primary purpose of masks is to protect others, not ones' self.

Cloth face coverings or disposable face coverings are acceptable. The following are not acceptable face coverings; neck gaters, scarfs, bandanas or masks with exhalation vents. Disposable masks are designed to only be worn for one day and then must be placed in the trash; cloth face coverings must be cleaned as described below. Regardless of type or source, face coverings must be worn properly and comply with CDC guidelines.

## Use and Care of Face Coverings:

- Putting on the face covering/disposable mask:
  - Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
  - Ensure the face-covering/disposable mask fits over the nose and under the chin
  - Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable)
  - Tie straps behind the head and neck or loop around the ears
  - Throughout the process: Avoid touching the front of the face covering/disposable mask.
- Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing
- Care, storage and laundering:
  - Keep face coverings/disposable mask stored in a paper bag when not in use
  - Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each work day. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
  - Disposable masks must not be used for more than one day and must be disposed of if it is soiled, damaged (e.g. stretched ear loops, torn or punctured material) or visibly contaminated. Please do not place disposable masks in recycling receptacles.

**Goggles/Face Shields:** Individuals do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

**Gloves:** Individuals do not need to wear gloves as part of general activity on campus areas. Gloves are not necessary for general use and do not replace good hand hygiene. Washing hands often is considered the best practice for common everyday tasks.

**Handwashing:** Individuals must wash hands often with soap and water for at least twenty seconds after being in a public place, after blowing nose, coughing, sneezing, or touching the face. If soap and water are not readily available, a hand sanitizer that contains at least 60% alcohol may be used. Cover all surfaces of the hands and rub them together until they feel dry. Avoid touching eyes, nose, and mouth at all times.

**Coughing/Sneezing Hygiene:** Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow, even if wearing a mask. Throw used tissues in the trash immediately after use. Immediately wash your hands with soap and water for at least twenty seconds, or if soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.