


# Face Mask Guidelines



Face masks/coverings must be worn by all 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 masks/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 masks/coverings is critical in minimizing risk, as a person could spread COVID-19 even if the person does not feel sick. Note that the face mask/covering is not a substitute for social distancing, and the primary purpose of masks is to protect others.

Three cloth face masks are enclosed for your use. You may also use your own cloth, reusable or single-use masks. Single-use masks are designed to only be worn for one day and then must be discarded in the trash; reusable/cloth face coverings must be regularly cleaned and washed. Regardless of type or source, face coverings must be worn properly and comply with CDC guidelines.

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

**Gloves:** Individuals are not required to wear gloves as part of general activity on campus. 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 ones 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 when 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.

# Use and Care of Face Masks/Coverings

## Putting on the face covering/disposable mask

- Wash hands or use hand sanitizer prior to handling the reusable face coverings/single-use mask.
- Ensure the reusable face coverings/single-use mask fits over the nose and under the chin.
- Situate the reusable face coverings/single-use 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/single-use mask.

## Taking off the face covering/disposable mask

- Do not touch your eyes, nose, or mouth when removing the reusable face covering/single-use mask.
- When taking off the reusable face covering/single-use 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

- Store reusable face coverings/single-use mask in a paper bag when not in use
- Reusable/cloth face coverings must be washed after each daily use and should be replaced if soiled or damaged. Reusable/cloth face coverings should be properly laundered with regular clothing detergent.
- Single-use masks must only be used for one day and should be disposed of if soiled or damaged (e.g. stretched ear loops, torn or punctured material). Please do not dispose of single-use masks in recycling receptacles.