

April 9, 2020

Subject: Cloth Face Masks

Hello All...

Recently, the CDC generated recommendations for the use of cloth face masks when social distancing is not feasible. In response to this recommendation, Washington State Division of Occupational Health and Safety (DOSH) generated enforceable guidance on the use of cloth face masks when social distancing is not possible.

Employees have come forward to offer to make cloth face masks which will help the supply. When the masks are ready for distribution, notification will be made via email on the steps for non-emergency staff to acquire cloth masks. **Due to the shortage of N95 masks and the recommendation of cloth face masks,** the City has been working hard to get masks for non-emergency staff. So far, we have:

- Ordered 200 cotton face masks. These will be distributed to non-emergency staff as soon as **absolutely possible.**
- **Coordinated with staff who have offered to sew cloth face masks for the City.** When these masks are ready for distribution, a notification will be made via email on the steps for non-emergency staff to acquire cloth masks.

While the cloth face masks for non-emergency staff are being made, staff will need to make a cloth face mask from materials they have at home as is demonstrated in the CDC guidelines (link below) until the stock from the supplier is available for distribution.

When do you need to wear cloth face masks? Whenever you are within 6 feet of another person.

Here is the enforceable language taken from DOSH:

Maintain at least 6 feet of spacing at all times.

- a. Occupied workstations are separated by 6 feet or have physical barriers
- b. Only infrequent intermittent passing within 6 feet is allowed between employees without wearing respiratory protection.

Guidance on safe use of face masks please review the following: Important!! Follow the guidelines for use, storage. Do not wear dirty masks, wash your masks after each use, throw away masks that are defective.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Face Covering Do's and Don'ts:

DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

DON'T:

- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



cdc.gov/coronavirus

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