

April 21, 2020

Subject: Cloth Face Coverings and Required Use

Good Afternoon,

The remainder of cloth face masks were delivered to all City Staff at CH, BOC and Court. Fire and PD staff have their own forms of face masks for staff, but if office staff need a cloth face covering please let me know so we can get some to you. There are still cloth face coverings being made by employees and those will help restock our supply, but these numbers are low in quantity. If you need more than what you were given please make a mask from material found at home for now.

Facial coverings means any fabric or cloth that covers the mouth and nose. The facial covering can be made using household items (including scarves, bandanas, t-shirts, sweatshirts, towels, turtlenecks, or other fabric), can be sewn by hand, or factory-made. Further guidance on facial coverings could be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

In addition to some cloth face coverings that were purchased by a local vendor, these cloth face coverings were made available to you by City employees who volunteered their time, and none of this would have been possible if not for Virginia Samuelson leading the way to make this possible. THANK YOU to all who contributed to this effort!!

**** Important** What do you need to know about your cloth face covering? Recommendations from the CDC and regulatory requirements from WA DOSH means we all have to wear a cloth face covering when we are doing City business on City property.**

If you are working alone at your desk in any city building, you need to wear a cloth face covering because the nature of how we work...closely with others. We share the same air and some of our employees have compromised immune systems or have family with compromised immune systems who they could pass the virus onto, it might be a moment of temporary discomfort but this protection measure can save lives. If it becomes too much of a discomfort, notify your supervisor.

This information intended to address frequently asked questions about cloth face coverings. Please message me if you have additional questions.

[Why do I need to wear a cloth face coverings?](#)

In light of new data about [how COVID-19 spreads](#), along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a [cloth face covering](#) to cover their nose and mouth in the community setting. This is to protect people around you if you are infected but do not have symptoms. Additionally, WA DOSH Directive requires anyone to wear a cloth face covering whenever the 6 feet min. social distancing cannot be achieved.

[How do I wear my cloth face covering?](#)

Clean hands before touching the cloth face covering. Check covering for any holes, or issues that would result in contamination. Refrain from touching the outside of the mask when in use. After removing the cloth face covering wash hands after handling.

[How should I clean my cloth face covering?](#)

Regular machine washing is suitable. It is recommended that cloth face coverings are cleaned after each work shift.

[How should I store my cloth face coverings?](#)

Store clean face coverings in clean, zip-lock bags until ready for use.

[What are the limitations of cloth face coverings?](#)

Cloth face covering do not protect you from exposure to COVID-19, so when wearing a cloth face covering follow all social distancing guidelines.

[When do you need to wear a cloth face covering?](#)

A cloth face covering needs to be worn when 6 ft social distancing is not possible. A cloth face covering should be worn whenever employees are in a community setting, especially in situations where you may be near people. During solo work activities such as driving an assigned car and driving alone then cloth face covering does not need to be worn. Use common sense when deciding when to use the face covering. Remember, it's about preventing the spread.

[Do I still need to stay at least 6 feet away from people if wearing a cloth face covering?](#)

Yes. Wearing cloth face coverings is an additional public health measure people should take to reduce the spread of COVID-19. CDC still recommends that you stay at least 6 feet away from other people (social distancing), frequent hand cleaning and other everyday preventive actions. View CDC's guidance on [how to protect yourself](#).

[What type of cloth face covering should be worn?](#)

Cloth face coverings can be made from household items or made at home from common materials at low cost.

[Who should not wear cloth face coverings?](#)

Cloth face coverings should not be placed on young children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance. Remove the cloth face covering if breathing through becomes difficult.

[Why is CDC recommending cloth face coverings instead of medical grade facemasks?](#)

Surgical masks and N95 respirators are in short supply and should be reserved for healthcare workers or other medical first responders, as recommended by CDC guidance.

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

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