

The instruction below applies to both company-provided face covers, and face covers employees may make or obtain elsewhere. This policy is in effect until further notice. The Company will continue to evaluate the risk of infection from COVID-19 and may revise this policy accordingly when verified the risk of infection has passed.

Policy on donning and removal, use and handling also apply to single-use disposable face masks. Disposable masks should be discarded following daily use by placing in a plastic bag and disposing in regular trash.

Do I need to wear a cloth face cover?

- In most instances, yes. The Centers for Disease Control (CDC) recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.
- CDC also advises the use of cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

When do I need to wear my face cover?

- The cloth face cover (or disposable mask) must be worn at all times, unless you are working alone in a space or area not subject to foot traffic or entry by other individuals, or, when engaging in work where wearing a face cover would create a risk to the individual (such as vision impairment while driving as noted further below).
- Face covers are required to be worn while driving a vehicle anytime others are present on the vehicle, unless the driver's vision becomes impaired in any way.
- **While driving should you find your vision is inhibited by fogging of eyeglasses, or for any other reason, discontinue wearing while driving.**
 - *Fogging of glasses can be reduced by wearing a face cover which fits snugly across the bridge of your nose; or by inserting a tissue inside your mask across the bridge of your nose. Cleaning eyeglasses with soap and water and allowing to air dry can also reduce fogging. **If these methods do not eliminate impairment of vision due to fogging of your eyeglasses, it is important you discontinue wearing the face cover while driving.***
- Drivers must always wear a face cover during loading/unloading at the school(s).
- Monitors/Attendants must wear a face cover while on the vehicle at all times when passengers are onboard.

How does the face cover work?

- The face cover is designed to protect you from potentially infecting other people by reducing the spread of droplets in the air when you talk, breath, cough or sneeze.
- Ideally the face cover should encapsulate your nose, mouth and chin.
- The face covering is NOT a substitute for primary infection control safeguards such as using good cough etiquette, hand washing or social distancing.

Who should not wear a face cover?

- A cloth face cover should not be placed on young children under age 2.
- They should not be worn by employee who have trouble breathing (e.g. due to lung disease, asthma, or other related health illnesses).
- Any person who is incapacitated or otherwise unable to remove the face cover without assistance.

When should the face cover be disposed of?

It will depend on conditions of use and regular cleaning when to dispose of the cloth face cover.

You must inspect your face cover prior to each use. Closely examine for broken or frayed stitching, wear or degrading of the fabric layers, elastic straps are intact.

End of useful service life for a cloth face cover is indicated if one or more of the following conditions occur:

- It becomes physically damaged:
 - Broken straps / Broken metal band in nose bridge
 - Fraying or wear down to a single layer of fabric
 - No longer fits snugly against the side of face
- It becomes noticeably more difficult to breathe through the face cover.

Disposable surgical masks are designed to be discarded at the end of its daily use.

Note: The small metal band in the nose bridge of the face cover can break with repeated bending. Once the nose bridge metal band is formed around your nose on the first wear, exercise care in handling thereafter to minimize continued bending of the metal band.

If your face cover is worn/damaged and needs replacing, or if you have any question on the remaining service life of your face cover, take your face cover to your supervisor to be replaced as necessary.

Where should the face cover be disposed?

- The cloth face cover nor the disposable surgical masks are not is not considered contaminated medical waste, unless it has been contaminated with visible blood or bodily fluids.
- Each can be placed in a sealed plastic bag and disposed in regular trash.

Where should I keep my face cover when not in use?

- Keep it in a place that is easily accessible to you in an emergency type situation (e.g. first-aid kit, driver bag, or carry on your person).
- Store it inside a paper bag between uses and label the bag with a marker. Storing in a paper bag will allow a damp face cover to dry before next use.

How do I safely remove my face cover?

- Handle the face cover by the elastic bands when removing.
- Avoid touching the front of the face cover.
- Do NOT pull the face cover down, beneath your nose, mouth or chin. This has the potential to spread any infection on the face cover. As needed, safely remove and replace the face cover rather than temporarily pulling it down while wearing.
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Should cloth face coverings be washed or otherwise cleaned?

- Cloth face covers should be washed on a regular basis.
- If you had close contact with someone exhibiting flu-like symptoms you should replace with a new face cover immediately and wash the original face cover before next use.

How can I safely clean a cloth face covering?

- Washing with laundry detergent will sufficiently wash a face covering.
- Machine wash is preferred though the face cover may also be hand-washed.
- If handwashing, ensure you handle the face cover with care. Remove from paper bag by elastic bands (discard and replace paper bag). Handle the face cover gently when hand washing to avoid bending/breaking the metal nose bridge band or elastic straps
- If machine washing, the face cover can be washed with your other laundry.

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- The face cover is 100% cotton. It is important it is washed in cold water only to prevent shrinkage
- Do NOT tumble the face cover in a dryer. Allow it to air-dry to prevent shrinkage.
- Recommend use of a gentle, fragrance-free laundry detergent.
- Use only laundry detergent to wash face cover. Do not use bleach or other wash additives as these could damage the face cover.
- Do NOT use disinfectants, perfumes, deodorizers or any other product on your face cover.

Please refer to the enclosed CDC guidance on Use of Cloth Face Covering for additional information

If you have questions regarding face covers, contact your Region Safety Manager

Reference: [FS SOP #405 Infection Control and Response](#)