

County of Summit Executive Office
The Use of Face Coverings While at Work for the Prevention of COVID-19

Purpose

It is the purpose of the Summit County Executive's Office to comply with the recommendations of the Centers for Disease Control (CDC) and the Ohio Department of Health as they pertain to face coverings. CDC recommends wearing face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

Recent studies have determined that a significant portion of individuals with coronavirus lack symptoms ("asymptomatic") and that even those who eventually develop symptoms ("pre-symptomatic") can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. These guidelines are subject to change to reflect federal, state or local orders.

Procedure

All employees are to wear a face coverings while at work and interacting with two (2) or more co-workers. Face coverings need not be worn if working alone in a contained work area (i.e. walled cubicle) or office. Open area-designed work spaces necessitate that face coverings be worn if two (2) or more individuals are present. Maintain social distancing of six (6) feet or more at all times. Face coverings can be made of fabric and can be made at home. You should wash any reusable face covering daily.

Face coverings should:

- Fit snugly, but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

To safely don (put on) a face covering, one should:

- Wash hands with soap and water or use a hand sanitizer prior to putting on a face covering
- Place face covering on clean face
- If the face covering has tie strings, tie the strings around the neck and over top of the head; or
- If the face covering has loop straps, loop the straps (rubber bands/hair ties) around each ear
- Adjust the fabric/material to fit over the nose and stretch the fabric to cover the chin

To safely doff (remove) a used face covering:

- Be careful not to touch eyes, nose, and mouth when removing the face covering
- Wash hands immediately after removing to minimize re-contamination

Face coverings should not be worn by anyone who has trouble breathing. Please contact HR for the recommendation of an alternate safe practice.