

COUNTY OF MENDOCINO

COVID-19 MASKING AND FACIAL COVERING DISTRIBUTION GUIDELINES

Procedure Objective:

Outline guidelines for employee masking and facial covering during the declared COVID-19 Emergency and provide clarity on distribution process.

Masking and Facial Covering Background:

- I. The CDC recently identified that an individual can be COVID-19 positive for up to 48 hours without showing symptoms.
- II. CDC recommends that individuals, when within 6 feet of the public, should wear some level of facial covering to prevent potential spread to others (contain droplets and prevent touching mouth/nose).
- III. Individuals who may come into contact with patients' bodily fluids should use N-95 masks.

Masking and Facial Covering Guidelines:

- I. Employee Responsibilities:
 - a. All persons shall wear facial coverings before they enter any indoor County facility, any enclosed open space, or while outdoors when the person is unable to maintain a six-foot distance from another person AT ALL TIMES.
 - b. Employees must continue to social distance, facial coverings are meant to protect other employees and the public from the user in case the user is infected and not yet displaying symptoms. Facial coverings are not a substitute for social distancing.
 - c. A facial covering is not required to be worn by an individual if it is not advised for health-related reasons or wearing a facial covering would create a risk to the person related to their work as determined by local, state or federal regulators or workplace safety guidelines.
- II. County Responsibilities:
 - a. For employees who are required to leave their residence to work or provide a service while on duty, the County will:
 - i. Supply employees with facial coverings, or
 - ii. Ensure that employees have access to facial coverings, or
 - iii. Ensure that employees are using their own facial coverings.
 - b. The County may, to the extent authorized by law, refuse admission or service to any person that refuses to wear facial coverings for non-medical reasons. If individuals refuse to leave, department heads and/or staff may contact law enforcement.
- III. Department/Office Head/Designee Responsibilities:
 - a. Identify all essential staff in the categories below who will need to wear a mask or facial covering pursuant to the latest issued Health Officer's Guidance.
 - i. N-95 masks for essential employees specifically engaged in patient care: healthcare workers, first responders, paramedics, emergency medical technicians, police officers, firefighters, public health nurses, and other trained members of organizations connected with this type of emergency response work.
 - ii. Isolation Masks/Facial Covering for all other employees. "Facial coverings" means any fabric or cloth that covers the nose and mouth, such as bandanas, scarves, neck gaiters, or a similar homemade cover. It can be secured to the head with ties or straps or simply wrapped around the lower-face. Homemade face coverings can be made of a variety of materials, such as cotton, silk or linen. A cloth facial covering may be factory-made or sewn by hand, or can be improvised from household items such as scarves, T-shirts, sweatshirts, or towels.
 - b. Maintain social distancing protocols in addition to masking orders.
- IV. Identifying Masking and Facial Covering Needs
 - a. Activities that require masking/facial covering:
 - i. Any and all emergency response to a medical call (N-95 mask).
 - ii. When coworkers are nearby, when being visited by a client/customer, and any location where members of the public or other coworkers are regularly present.

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- iii. Field visitations
- iv. Riding in a County vehicle
 - 1. When more than one employee is riding in the vehicle.
 - 2. When the windows in the vehicle are lowered to interact with other persons who are not members of their households.
- v. Over the counter contact with the public for offices that DO NOT have protective barriers.
- b. Essential activities that DO NOT require masking or facial covering:
 - i. Normal duties that allow an employee to maintain 6 feet distance at all times from others.
 - ii. Workers in a private office while alone, unless the public regularly visits the room.
 - iii. Workers with glass or plastic barriers between them and the public.
 - iv. Teleworking/Working from home.
- V. Masking and Facial Covering Usage and Procurement
 - a. Usage
 - i. Each employee performing an activity that requires masking/facial covering will be issued a single mask per day of actual use. If it is not needed or used, it can be carried over into the next day.
 - ii. Employees must store masks/facial covering in a paper and/or plastic bag or carrying case during periods of disuse.
 - iii. Employees must be trained on proper donning/doffing prior to use.
 - b. Procurement
 - i. Supplies will be delivered every other Friday to a single point of contact as established by the Department/Office Head.
 - ii. Emergency orders must go through pearcek@mendocinocounty.org and risk_management@mendocinocounty.org.
 - iii. To change your bi-weekly order amounts, please send all requests to risk_management@mendocinocounty.org.