



Wear your mask, please.

COVID-19 spreads mainly from person to person through respiratory droplets. To reduce the spread of COVID-19, employees are required to wear cloth face coverings indoors—except in private offices where privacy can be maintained—and outdoors when social distancing is not possible.

Wearing and removing your mask

Wear your face covering correctly

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.

Take off your cloth face covering carefully

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- If removing while still at work, remove and store in a paper bag or other appropriate container to protect mask from infection.
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Wash or disinfect your mask regularly

Washing and drying by machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.
- Use the highest heat setting and leave in the dryer until completely dry.

Washing and drying by hand

- Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water.
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.
- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

In addition to these mask usage guidelines, please follow these everyday health habits for staying safe:



Maintain social distancing—stay at least six feet away from others



Avoid contact with people who are sick



Wash your hands often, with soap and water, for at least 20 seconds each time



Use hand sanitizer if soap and water are not available