

## **Tompkins County COVID-19 Directive #2.1**

May 21, 2020

2.1 – Revised 10/27/2020

Per Governor Cuomo's Executive Order 202.17 any individual who is over age two (2) and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a cloth mask when in a public place and unable to maintain, or when not maintaining, social distance.

Based upon the above order and upon reviewing departmental Reconstitution of Operations Plans (ROOP), the County Administrator has issued **COVID-19 Directive #2.1**. Directives must be followed to ensure consistent safe and orderly operations of County departments and are in place until superseded or released by a future directive. Directive #2.1 is as follows:

**Directive #2.1: Cloth masks shall be worn when a six (6) foot separation between individuals cannot be guaranteed.**

### **Fundamental Information**

- Use cloth face masks with two or more layers of washable breathable fabric as recommended by the CDC to slow the spread of the virus.
- Face covering use does not replace the need to continue practice social distancing when possible.
- Gaiters or face shields are not recommended by the CDC and do not comply with this directive.
- Do not seek out medical grade surgical masks or N-95 respirators. These must continue to be reserved for healthcare workers and other medical first responders.
- Simple fabric face coverings will help slow the spread of the virus by individuals who are contagious and may not know it.
- Even individuals who are asymptomatic (not showing symptoms) can spread the virus just by talking, which can be limited by wearing a cloth face covering.
- The best way to help slow the spread is to stay home if you are sick, wear a face covering, and abide by proper social distancing guidelines. Washing hands often, disinfecting surfaces, and all other CDC recommendations are still critical, and must continue even when a cloth face covering is being used.
- Wash and dry your cloth mask or fabric covering daily.
- Do not touch your face, eyes, nose, or mouth when putting on or taking off your mask. Wash your hands with soap and water for a minimum of twenty (20) seconds immediately before putting on and after taking off a mask.

**Employee Guidance:** An employee is required to wear or use a face covering:

- When an employee leaves their workstation to go to the printer, bathroom, counter, etc.. When an employee is at their workstations, in most cases, they will not need to wear a mask.
- If an employee does not have a defined office space (cubicle or desk), physical accommodations cannot be made, and it cannot be assured that they will be able to maintain six (6) foot separation from another individual.

An employee is not required to wear or use a face covering if:

- A face covering would inhibit or otherwise impair an individual's health and they could not medically tolerate wearing a covering.

**Note:** *An employee that feels that they cannot wear a face covering due to medical necessity must contact the Department of Human Resources and complete a reasonable accommodation request.*

Cloth masks will be available to employees from the County. Department Heads may request them by emailing Autumn Edwards, County Administration, @ [aedwards@tompkins-co.org](mailto:aedwards@tompkins-co.org).

#### How to Wear a Cloth Face Covering Correctly:

- Cloth face coverings should:
  - Fit snugly but comfortably against the side of the face
  - Cover the nose, mouth, and be secure under the chin
  - Be secured with ties or ear loops
  - Include multiple layers of fabric
  - Allow for easy breathing without restriction
  - Be able to be laundered and machine dried without damage or change to shape
  - When putting on and removing a face covering, be careful not to touch eyes, nose, and mouth, and wash hands immediately before and after removing.

