



Inclusion Through
Diversity

Tompkins County Administration
125 East Court Street
Ithaca, NY 14850
Phone: (607) 274-5551
Fax: (607) 274-5558
www.tompkinscountyny.gov

COUNTY ADMINISTRATOR
Jason Molino

DEPUTY COUNTY ADMINISTRATORS
Lisa Holmes and Amie Hendrix

"Promoting excellence in County operations while respecting the needs of the people we serve."

Tompkins County COVID-19 Directive #5 **May 29, 2020**

Upon reviewing departmental Reconstitution of Operations Plans (ROOP), the County Administrator has issued the following **COVID-19 Directive #5**. Directives must be followed to ensure a consistent safe and orderly operations of our departments and are in place until released by a future directive.

Directive #5: All visitors to county buildings shall wear face masks when in the building.

Guidance

Before a visitor enters a county building, they must be wearing a face mask that covers their nose and mouth.

If a visitor does not have a face mask:

1. Alternative arrangements will be made which doesn't require entrance to the building.
2. If that is not practical, a disposable face mask will be provided to the visitor.

Facemasks and cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or anyone who is otherwise unable to remove the mask without assistance. For these visitors, alternative arrangements should be made.

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.

