

WEAR A MASK TO PROTECT OTHERS



- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a mask correctly for maximum protection
- *Don't* put the mask around your neck or up on your forehead
- *Don't* touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect

WEAR A MASK AT WORK

- Masks should be on **BEFORE** you enter the building
- Make sure your mask always covers your mouth and nose
- It is easy to become lax with wearing a mask when around co-workers/friends with whom you are comfortable. *Don't let that happen!*
- Masks are required at all times when working with the public and working in shared spaces. This also includes when moving about within the facilities where there is potential to interact with others such as copiers, time-clock, restrooms, breakrooms, etc.
- There are very few exceptions for when masks can be removed while at work:
 - Masks may be removed when working **ALONE** in an office or cubicle. Your mask must be put on as soon as another person enters your office/cubicle
 - Mask can be removed while eating