	Board of Supervisors Story County, Iowa

Face Covering Policy in Response to the Novel Coronavirus (COVID-19) Pandemic

Approval Date:	Effective Date:	Revision No:
5/8/2020	05/11/2020	01

Reference: BOS Minutes:	**Distribution:** Intranet, S:drive and Policy Book

General Policy Statement
Per the recommendations from the CDC and Iowa's governor, Story County will be implementing a Face Covering Policy for employees due to the challenge of maintaining social (physical) distance of 6 feet at all times. Employees will be required to wear a face covering in the situations outlined below.

Scope
This policy is applicable to the following:

All Story County employees responsible to the Story County Board of Supervisors;

All Story County employees responsible to a County elected office holder who has adopted the policy;

All Story County employees not directly responsible to either the Board of Supervisors or a county elected office holder and whose governing body and the Board of Supervisors has certified its applicability.

Purpose: The purpose of the CDC face covering recommendations is for the person wearing the face covering to prevent the spread of the COVID-19 virus to others within 6 feet and or where social (physical) distancing measures are difficult to maintain.

Face Covering: The County will provide each employee regularly reporting to work with up to two cloth face coverings. Employees may provide and wear their own face covering.

Cleaning: The CDC recommends that cloth face coverings should be cleaned each day. The coverings should be laundered in the warmest water appropriate for the fabric. The expectation is that employees will launder their face covering before each work shift begins.

When and where to wear the face covering: The regulation of the face covering is for it to be worn whenever an employee is within the common areas of the building and when social distancing is not feasible (e.g. close or shared workspaces). Areas requiring a face covering to be worn include, but are not limited to: restrooms, break room, hallways, work settings indoors or outdoors where social distancing is not feasible (unless existing safety protocols preclude the wearing of a face covering) and when in a County vehicle with more than one person, provided the mask does not impede the driver's

ability to see and hear. When the mask cannot be worn such as when eating the social distance of at least 6 feet must be maintained at all times.

When not to wear a face covering: Per the CDC, cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

How to safely remove the face covering: Individuals should be careful not to touch their eyes, nose and mouth when removing their face covering and wash hands immediately after removing. If washing your hands is not available, then per the CDC, use hand sanitizer.

Department Heads and Elected Officials may have additional requirements. Please check with your supervisor.

For more information and to check on any updates please use the CDC website.
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Directions for making your own face covering can be found at the link above.

Acknowledgement of Change

I have received and read the Story County Face Covering policy and Reopening Guidelines approved by the Board of Supervisors on 05/08/2020.

Date: _____

Employee: _____

Signed: _____

Employee Number: _____