

COVID-19 Emergency HR Procedure

Temporary Facemask Requirements

Effective May 18, 2020/Revised July 6, 2020

I. Institutional Regulations

In order to protect the DMACC community and to support Centers for Disease Control (CDC) advice to slow the spread of COVID-19, employees are required to wear College provided or approved cloth or disposable face masks beginning May 18th, and continuing until no longer recommended or required.

II. Definitions

A. Facemask – For the purposes of this procedure, facemask(s) shall mean DMACC provided cloth or disposable facemasks or self-provided and approved face coverings and not respirators or N-95 masks that require fit testing and specific OSHA required training.

III. Procedure

A. General information about face masks

1. The CDC is advising the use of simple cloth or disposable face coverings to slow the spread of the virus. This helps to prevent those who may have the virus from transmitting it to others. When you are unable to maintain distancing or when you will be in areas where social distancing is more difficult, wearing a cloth or disposable mask may aid in preventing the spread of viruses.
2. It is important to understand that cloth or disposable face coverings/masks are not a substitute for surgical masks needed in healthcare settings or personal protective equipment (PPE), such as N95 respirators, required for other jobs. DMACC employees required to wear other types of face coverings for PPE as part of their work should continue to do so, and to wear College provided cloth face masks in instances when PPE equipment is not required. Nothing in this procedure should be interpreted as a change in PPE requirements previously in place.

B. Guidelines

1. Two new, clean, cloth facemasks will be provided for all DMACC employees who are approved to return to onsite work. These masks will be made available as soon as received by DMACC. Before supplies are received, employees are asked to provide their own cloth facemasks, if possible. Those unable to provide their own cloth facemask will be provided with disposable masks. Supervisors need to approve all employee provided masks prior to use.
2. Employees are required to wear either College provided masks or may wear other self-provided face coverings if they are approved by the supervisor in advance.
3. Employees are required to wear facemasks when inside any DMACC facility. This includes employees teaching DMACC courses at off-campus locations. Facemasks may be removed when outside as long as social distancing (6 feet or more) is possible.
4. CTE Instructors, with approval from their Dean, are able to wear face shields in the classroom in place of a face mask if they are able to maintain a distance of at least 13 feet from others. If they are unable to maintain a distance of 13 or more feet they are required to wear a cloth facemask.
5. Employees are required to clean their own masks.
6. Masks may not be shared between employees.
7. If a mask is forgotten at home, the employee should retrieve the mask before beginning their work shift. The employee must contact their immediate supervisor via electronic means to alert them that they will be late beginning work that day due to the need to retrieve their mask. Work time missed for the purpose of retrieving a mask will need to be made up or leave time used.
8. Wearing a facemask is included in the COVID-19 Code of Conduct for Employees. An employee may be sent home and disciplined for failure to abide by facemask wearing requirements.

C. Training

1. Employees are required to complete training regarding face mask use titled **Face Covering Training** located in Safe Colleges at <https://dmacc-ia.safecolleges.com/login>. Log in information is username (entire DMACC email address including @dmacc.edu) and password (900 number).
2. For those working remotely the training should be completed prior to the first day back on the worksite.
3. For those not working remotely, the training should be completed on the first day on the job site.

4. Training completion information will automatically be reported to Human Resources.
5. Employees who require an accommodation to complete the training should contact their supervisor who will provide individual training for the employee and report the training completion to Human Resources through email at humanresources@dmacc.edu.





IV. Cloth mask care and safe use

- A. Cloth masks should be washed whenever they become soiled.
- B. A washing machine and dryer is adequate for cleaning.
- C. Do not spray your mask with disinfectants or harsh chemicals.
- D. Contact your supervisor if your mask becomes damaged so that a new mask can be provided and the damaged mask discarded.
- E. The mask should fit snugly but comfortably against the face and completely cover your mouth and nose.
- F. Masks should be secured with elastic ear loops or ties.
- G. Masks need to allow unrestricted breathing.
- H. Wash hands with soap and water or apply hand sanitizer before putting on or taking off the mask.
- I. Avoid touching eyes, nose, mouth or the mask while wearing it.
- J. Remove by handling only the ties or loops of the mask.
- K. When removing masks to leave the work location, such as for lunch/break, be sure to place them in a clean, dry location so that they may be put back on when you return. If the facemask becomes soiled it should be washed (see A above).
- L. Wash hands with soap and water or use hand sanitizer after handling a used mask.

References:

[Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission.](#)

CDC information on How to Wear a Cloth Facemask <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

| Type and Intended Use of Face Coverings/Masks | | | | |
|---|--|--|---|---|
| Type | Cloth Face Covering  | Disposable Mask  | Medical-Grade Surgical Mask  | N95 Respirator  |
| Description | Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions | Commercially manufactured masks that help contain wearer's respiratory emissions | FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions | Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions |
| Intended use | Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office). | | These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO. | |