

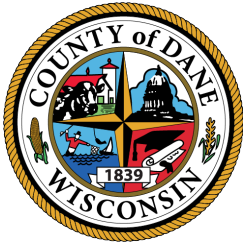


Administrative Practice Manual

Subject: Cloth Face Covering or Mask Policy – Updated

Cloth Face Covering or Masking Requirement for County Employees

1. Dane County is implementing this policy based on the recommendations of Public Health Madison & Dane County, and the promulgation of Emergency Order # 8 which mandates the use of face coverings while in an enclosed building. Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention.
2. All employees are required to wear a mask or cloth face covering. Limited exemptions to this requirement are provided under #5 of this section.
3. Employees shall receive a disposable mask or cloth face covering from the County.
4. Certain employees are required to wear other personal protective equipment (PPE) which includes but is not limited to face shields, N95 masks, KN95 masks, full-face respirators and half face respirators to protect them and others from the spread of disease. Employees who are required to wear an N95 mask must be fit tested and follow the Respiratory Protection APM Policy.
<https://admin.countyofdane.com/documents/PDFs/RM/Respiratory-Protection.pdf>
5. Employees are not required to wear a mask or face covering when:
 - a. When in a private office with the door locked and a sign indicating that other employees should stay out of the office. A cubicle is not consider a private office.
 - b. When driving alone in a vehicle.
 - c. When teleworking for the County at the employee's own home.
 - d. When eating or drinking, provided that the employee is at least six feet away from persons who are not members of the same residence.
 - e. While working outdoors where the employee is at least six feet away from other persons. If the employee is working outdoors and cannot maintain a distance of at least six feet, then the employee is required to wear a mask or cloth face covering.
 - f. When communicating with someone who is deaf or hard of hearing, if they are able to maintain a safe physical distance of 6 feet.
 - g. When an employee with a medical condition, mental health condition, or disability that prevents them from wearing a face covering has made a request for an accommodation under the ADA.
6. Departments must follow all Equal Opportunity Commission guidelines with regards to masks or cloth face coverings. Requests for reasonable accommodations under the ADA should follow the process set forth in the Administrative Practices Manual. The form to request an accommodation can be found at the following link: <https://admin.countyofdane.com/documents/PDFs/ADA/Employee-Request-for-an-ADA-Reasonable-Accommodation--Policy-And-Procedure.pdf>. Managers and supervisors should consult with Employee Relations on all other requests for accommodations.
7. The mask or cloth face covering shall be worn over the nose and mouth.
8. Employees must wash or sanitize their hands before putting on a mask/cloth face covering and employees must wash or sanitize their hands before and after taking off the mask/cloth face covering, taking care not to touch the mask. Please see this video:
<https://www.youtube.com/watch?v=OABvzu9e-hw>



Administrative Practice Manual

9. Employees shall properly handle used masks.
 - a. Employees issued a cloth face covering or using their own cloth face covering shall launder cloth face coverings.
 - b. Employees issued disposable coverings shall dispose of the mask when finished with a shift.
10. Employees shall put on their mask according to their department policy (when entering a building, before leaving their office, etc.).
11. Masks shall conform to existing standards of professional conduct established in the Administrative Practices Manual and Dane County Ordinance § 18.18.

Cloth Face Covering or Masking Requirement for Visitors to County Buildings

1. Dane County is implementing this policy based on the recommendations of Public Health Madison & Dane County and the promulgation of Emergency Order # 8 which mandates the use of face coverings while in an enclosed building. Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention.
2. All visitors to County Buildings are required to wear a mask or cloth face covering.
3. Dane County will have disposable masks for visitors to County Buildings who do not have their own mask or cloth face covering.
4. Visitors to County Buildings are exempt from this requirement under the following circumstances:
 - a. The visitor has a medical condition, mental health condition, or disability that prevents wearing a face covering.
 - b. The visitors is hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
 - c. The visitor is younger than 5 years old.
 - d. The visitor is obtaining a service involving the nose or face for which the temporary removal of the face covering is necessary to perform the service (e.g. obtaining a COVID Test at the Alliant Energy Center).
 - e. When state or federal law prohibits wearing a face covering.
 - f. When necessary to confirm the individual's identity.
 - g. While the visitor is eating or drinking.
5. The mask or cloth face covering shall be worn over the nose and mouth.
6. Signage about this requirement will be posted at all County Buildings.