July 28, 2020

Campus Guidance on the Use of Face Coverings

Based on current guidance, all employees will be required to wear either a reusable cloth face covering or a single-use disposable mask while present in any area within campus buildings unless working alone in a laboratory or office space. A reusable cloth face covering, or single-use disposable mask is also required when two or more people are riding in a University vehicle or while riding on campus buses. In the near future, we hope to provide all employees with reusable cloth face coverings. In the meantime, employees may use their own cloth face coverings, or they can request free delivery of single-use disposable masks in bulk by submitting an online request form at https://shopuw.wisc.edu/eoc-ppe-request-form/.

Employees are not required to wear a reusable cloth face covering or a single-use disposable mask while outside in campus spaces at this time unless it is not possible to maintain proper physical distancing. However, they may be worn outside as well if preferred.

The use of a reusable cloth face covering, or a single-use disposable mask is meant to supplement not replace physical distancing, good hygiene and self-monitoring for COVID-19 symptoms which remain the most effective measures to reduce the spread of the virus in the workplace.

Reusable cloth face coverings and single-use disposable masks differ from personal protective equipment (PPE) like N-95 respirators and surgical masks. We will continue to provide personal protective equipment (PPE) such as surgical masks and N-95 respirators to employees who may face potential exposure to COVID-19 or other hazardous substances related to their work. These types of PPE will be reserved for this purpose and they will not be used in lieu of face coverings.

The use of a reusable cloth face covering, or a single-use disposable mask does not make it acceptable for employees to come to work if they are having symptoms or have a documented exposure risk. Doing so increases the chances of spreading illness in the workplace.

If you are unable to wear a face cover, please notify your supervisor or your Divisional Disability Representative.

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# WHAT TYPE OF MASK DO I NEED?

<table>
<thead>
<tr>
<th>CLOTH</th>
<th>DISPOSABLE</th>
<th>RESPIRATOR</th>
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<tbody>
<tr>
<td><img src="image1.png" alt="Cotton Mask" /></td>
<td><img src="image2.png" alt="Disposable Mask" /></td>
<td><img src="image3.png" alt="Respirator Mask" /></td>
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</tbody>
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## WHO SHOULD WEAR?
- **Community members**, including staff and students
- **Employees** who find disposable masks easier to breathe through or wear, those working in labs or other environments where PPE is discarded after exiting
- **Employees** with hazardous substance exposure, employees working in close proximity to patients or materials with Covid-19

## WHEN TO WEAR?
- **When indoors** (unless working alone in an office or laboratory) or when it is reasonably expected to be near others outdoors, such as in vehicles, buses, and where others gather
- **When exposed to hazardous material**, in close proximity to infected patient or infectious materials, during aerosol generating procedures

## USE GUIDANCE:
- Choose a mask that fits snugly around chin and nose, but easy to breathe through
- Handle by straps and wash between uses
- Store to avoid contaminating workplace
- **Not** a substitute for social distancing

## WHERE DO I GET THESE?
- MDS is sourcing cloth masks and will have several to choose from. Employees can also bring their own.
- Work unit submits request through EOC Logistics at https://shopuw.wisc.edu/eoc-ppe-request-form