

August 7, 2020

## Campus Guidance on the Use of Face Coverings

Based on current guidance, all employees are 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. Single-use disposable masks are available and are being provided for use. We will also provide reusable cloth face coverings when suitable types have been identified and are available. Employees may also use their own cloth face coverings.

Designated staff in each school, college, or division are able to order COVID-related PPE and other supplies from Shop@UW. Check with your school, college, or division to determine who orders and distributes PPE and supplies for your unit. For more information, consult the [PPE Procurement Guidance](#).

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.**

### Environment, Health & Safety

Environmental and Occupational Health/Occupational Medicine  
University of Wisconsin–Madison  
333 East Campus Mall Madison, Wisconsin 53715  
[eoh@uhs.wisc.edu](mailto:eoh@uhs.wisc.edu) | [uhs.wisc.edu/eoh](http://uhs.wisc.edu/eoh)

### University Health Services

University of Wisconsin–Madison  
333 East Campus Mall Madison, Wisconsin 53715  
[uhs.wisc.edu](http://uhs.wisc.edu)

# WHAT TYPE OF MASK DO I NEED?

## CLOTH



### WHO SHOULD WEAR?

Community members, including staff and students

### 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

### 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.

## DISPOSABLE



### WHO SHOULD WEAR?

Employees who find disposable masks easier to breathe through or wear, those working in labs or other environments where PPE is discarded after exiting

### 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

### USE GUIDANCE:

Handle by ear loops or straps Wash hands after taking off Store to avoid contaminating workplace  
Not for full day use

### WHERE DO I GET THESE?

Work unit submits request through EOC Logistics at <https://shopuw.wisc.edu/eoc-ppe-request-form>

## RESPIRATOR



### WHO SHOULD WEAR?

Employees with hazardous substance exposure, employees working in close proximity to patients or materials with Covid-19

### WHEN TO WEAR?

When exposed to hazardous material, in close proximity to infected patient or infectious materials, during aerosol generating procedures

### USE GUIDANCE:

Must be fit tested and trained Can be re-used in some conditions Work unit must have written respirator program

### WHERE DO I GET THESE?

Work unit submits request through EOC Logistics at <https://shopuw.wisc.edu/eoc-ppe-request-form>