Campus Guidance on the Use of Face Coverings

September 23, 2020

Based on current guidance, all employees are required to wear either a reusable cloth or single-use disposable mask while present in any area within campus buildings unless working alone in a laboratory or office space with the door closed. A reusable cloth or single-use disposable mask is required when two or more people are riding in a University vehicle or while riding on campus buses.

In addition, employees are also required to wear a mask while outside in campus spaces. Both single-use disposable masks and cloth masks are available to employees through the Smart Restart supply catalog. Employees may also use their own well-fitting cloth face masks.

Designated staff in each school, college, or division are able to order COVID-related supplies such as masks from Shop@UW. Check with your school, college, or division to determine who orders and distributes Smart Restart PPE and supplies for your unit. For more information, consult the PPE Procurement Guidance.

The primary purpose of wearing a reusable cloth or single-use disposable mask is to reduce the spread of respiratory droplets from the wearer when they talk, cough or sneeze. While not classified as personal protective equipment (PPE), well-fitting cloth and disposable masks have also been shown to provide some protection to the wearer from breathing in respiratory droplets and aerosols. The level of protection varies by fit and material. 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 masks for general interaction in campus or public spaces.

The use of a mask does not make it acceptable for employees to come to work if they are having symptoms or have a documented exposure risk where quarantine is required. Doing so increases the chances of spreading illness in the workplace.

The use of a 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.

If you are unable to wear a face mask, please notify your supervisor or your Divisional Disability Representative.
**WHAT TYPE OF MASK DO I NEED?**

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**CLOTH**

**Who Should Wear**
Community members including staff and students

**When to Wear**
When present in any area within campus buildings (unless working alone in an office or laboratory with the door closed) and outside in campus spaces. See pages 1-2 for details

**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 physical distancing.

**Where Do I Get These?**
Work units order through Shop@UW. See the [PPE Procurement Guide](#)

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**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 present in any area within campus buildings (unless working alone in an office or laboratory with the door closed) and outside in campus spaces. See pages 1-2 for details

**Use Guidance:**
Handle by ear loops or straps.
Store to avoid contaminating workplace. Not for full day use.

**Where Do I Get These?**
Work units order through Shop@UW. See the [PPE Procurement Guide](#)

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**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 Shop@UW. See the [PPE Procurement Guide](#)