



*This document has been prepared as a starting point for employers bringing employees back to work. Every industry, worksite and workforce is different. Unionized workforces present additional considerations which must be addressed. And, because state and local law may have more or different requirements, employers should consult with experienced L&E counsel prior to implementing this or any policy, practice or form. This document does not and cannot replace legal guidance that is protected under the attorney-client privilege. As such, employers should consult with their Akerman lawyer prior to implementing this or any policy, practice or form.*

### ***How To Use This Policy***

*This policy addresses the voluntary use of cloth face coverings recommended by CDC to slow the spread of COVID-19. This policy does not address, and should not be applied to, workplaces or job functions that require respiratory protection or masks as a form of personal protective equipment to eliminate a workplace hazard. Further, this policy does not address requirements imposed by local jurisdictions that mandate the use of masks in certain workplaces. Whether a cloth face covering is personal protective equipment that must be paid for, or reimbursed, by the employer is fact- and jurisdiction-specific. Employers should consult with knowledgeable counsel before implementing this or any workplace mask policy.*

## **WORKPLACE MASK POLICY**

The health and safety of employees is our highest priority. Following guidance from the CDC and other governmental authorities, the Company has decided to [provide/permit] cloth face coverings to employees for voluntary use. The cloth face coverings recommended by the CDC are not medical grade surgical masks or respirators. Further, cloth face coverings are not personal protective equipment. They may prevent workers, including those who do not know they have the virus, from spreading it to others but may not protect the wearers from exposure to the virus that causes COVID-19. But, based on available guidance, cloth face coverings may help slow the spread of COVID-19 by providing some protection from respiratory droplets. [The Company has conducted a hazard assessment and identified those positions that do require PPE, such a respirator or medical facemask for guidance.]

[When you receive your face covering, we also will provide instructions on how to wear, clean and dispose of it. Should you require a replacement, contact [email]] OR [Due to the current short supply of cotton masks, we encourage all employees who require a simple cloth face-covering to follow CDC guidance on creating your own cloth face-covering].

Cloth face coverings should:

- fit snugly against the side of the face;
- be secured with ties or ear loops;
- include multiple layers of fabric;
- allow for breathing without restriction; and
- be able to be laundered and machine dried without damage or change to shape.

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after putting on, touching, or removing cloth face coverings. If the cloth face covering needs to be removed at points during the workday, the face covering should not be placed directly on any surface. Cloth face coverings that are visibly soiled or are damp should not be worn. Disposable masks, if worn, must be placed wrapped in tissue or a bag before being placed in a trash receptacle.

Please note that face coverings are an additional health protection, but they do not guarantee against the spread of the virus, and they do not replace important practices to keep yourself well: hand hygiene, staying home when symptomatic, and social distancing whenever possible. Further, cloth face coverings may present their own risks. Employees whose health or safety is put at risk by a cloth face covering should discontinue its use and contact [\[Human Resources\]](#).

Where local law imposes more restrictive requirements regarding face coverings, the Company will comply with the more restrictive law's requirements.