

# MEMORANDUM

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TO: County Elected Officials and Department Directors

FROM: Tyler Small, Assistant County Administrator – Administrative Services

DATE: August 3, 2021

SUBJECT: Mandatory Covid-19 Protection Policy – effective 8/9/2021

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## 1) Face Masks

- a. Face masks are required for all employees and visitors in Montgomery County facilities. This is to comply with the CDC’s Interim Public Health Recommendation issued on July 27, 2021.
- b. Face masks must:
  - i. Secure to the face (ear loops, ties around head, tight fitting fabric around the head, etc.)
  - ii. Cover nose and mouth
  - iii. Not cover the entire head and face (i.e. no ski masks, costume masks, hoods)
  - iv. Be in good condition (i.e. clean, not ripped/frayed, secured closely to the face)
  - v. Must be in accordance with professional work attire
- c. Employees who are unable to wear a face mask due to health reasons, industry best practices, safety policies, or government regulations are exempt from wearing a face mask while working.
- d. Employees are permitted to remove their masks only when they are alone in an assigned work area.

## 2) Maintain Good Hygiene

- a. Employees should wash their hands with soap and water regularly.
- b. If soap and water are not available, use alcohol-based hand sanitizer that is at least 60% ethanol or 70% isopropanol.
- c. Place hand sanitizer in multiple locations to encourage good hygiene.
- d. Place posters that encourage good hygiene to help stop the spread of COVID-19.

## 3) Practice Social Distancing

- a. Ensure a minimum of 6 feet distance between people.
- b. Incorporate physical barriers where appropriate (i.e. glass or plastic shields).

## 4) Mask Supply Requests

- a. Mask supply requests should be submitted by department leadership to Purchasing at the following link: <https://forms.gle/RUNin4YczW56wZhz9>