



TOWN OF OAK BLUFFS

PROTOCOLS ON THE USAGE OF MASKS/ CLOTH FACE COVERINGS

Effective June 1, 2020

Updated November 10, 2020

1. Purpose:

This policy outlines the usage of masks/cloth face coverings by all Town of Oak Bluffs municipal employees during the COVID-19 pandemic, in accordance with relevant state mandates.

2. Scope:

On April 3, 2020, the Center for Disease Control (CDC) recommended the wearing of cloth face coverings in public settings where other social distancing measures are difficult to maintain.

On May 1, 2020, Governor Baker issued an Executive Order outlining requirements relating to the wearing of face coverings. This Order went into effect on May 6, 2020.

On November 2, 2020, Governor Baker issued a revised Executive Order, [COVID-19 Order No 55](#), requiring that a face covering be worn by all persons over the age of 5 “when in a public location, whether indoors and outdoors and regardless of social distancing.” The new Executive Order goes into effect on November 6, 2020 and expressly rescinds the governor’s previous order.

3. Applicability:

This protocol applies to all Town municipal employees who are physically reporting to work. Employees are expected to abide by this policy and failure to remedy any violations, may be subject to disciplinary action.

4. Protocols:

- a. The Town will provide all employees with at least three reusable/washable masks that meet the CDC and state recommendations.
- b. Any employee who prefers to obtain or use their own mask or face covering may do so. In accordance with Massachusetts Department of Public Health (DPH) and Center for Disease Control (CDC) guidelines, face coverings must:
 - Cover the nose and mouth;
 - Fit securely and comfortably against the side of the face;
 - Be secured with ties or ear loops;
 - Allow for breathing without restriction;
 - Be able to be laundered without damage or change of shape;
 - Be made of at least two layers of material;
 - Face coverings may not have an exhalation valve or vent

When putting on and taking off a mask, it is important to not touch the front of it and handle the ties or ear straps. Wash your hands or use hand sanitizer after touching the mask.

Note that most scarves, bandanas, and gaiters do not comply with the above requirements.

- c. Employees are responsible for the proper usage and maintenance/cleaning of the mask or face covering they choose to use.
- d. Masks and face coverings must be appropriate for work and must not have any messaging, including but not limited to any offensive words and/or symbols. The Town retains the right to require an employee to use a Town-issued face mask if the employee's personal one is deemed not appropriate for work or does not meet DPH and CDC guidelines, as set forth in Section 4.b of this protocol.
- e. Any employee who is unable to wear a mask or face covering due to a medical or disabling condition, or who is otherwise exempted under DPH guidance, may request a medical exemption from the Human Resources Department by contacting 508-693-3554 ext 149 or email wbrough@oakbluffsma.gov and submitting substantiating medical information from a medical provider.

5. Required Usage:

Employees must use their mask/face covering in the following way(s):

- a. A mask/face covering must be worn during the workday, at all times, unless the employee is in their own personal workspace. Examples of a personal workspace could include a police cruiser or Town vehicle, in cases where the employee is not sharing that vehicle with another person, or in an employee's personal office or cubicle.

- b. Regardless of the above, employees must wear a mask/face covering in their personal workspaces if they are interacting with any other individual, in person, in that space, regardless of distance. Employees also must wear a mask/face covering in their personal workspace if the workspace is not six feet from other persons.
- c. Employees must wear a mask/face covering, at all times, when interacting with members of the public.
- d. A mask/face covering must be worn while working outside at all times.
- e. A mask/face covering must be worn at all times, in all common areas at work, including but not limited to hallways, bathrooms, and stairways.
- f. A mask/face covering must be worn in all conference spaces.
- g. The use of a mask does not replace the expectation that employees should maintain proper social distancing and good hand washing practices.
- h. In accordance with Governor Baker's Order, the Town strongly discourages employees from wearing medical-grade masks to comply with this Protocol, as medical-grade masks should be reserved for healthcare workers and first responders during this time.

6. Resources:

For assistance regarding the interpretation of this protocol, please contact the Human Resources Department at 508-693-3554 ext: 149 or email: wbrough@oakbluffsma.gov.

Employees in need of a face covering should contact their Department Head, who then shall make a request to the Highway or Human Resources Departments.

Governor Baker COVID-19 Order No. 55, issued on November 2, 2020, effective November 6, 2020: <https://www.mass.gov/doc/covid-19-order-55/download>

Guidance from the Massachusetts Department of Public Health regarding the use of face masks may be found here:

<https://www.mass.gov/news/mask-up-ma>

Guidance from the Centers for Disease Control can be found here:

[CDC Guidance: Use of Cloth Face Coverings CDC](#)

[Video: How to Create a Cloth Face Covering](#)