

St. Clair County Community Mental Health
Agency Directive re: Use of Masks by Employees

6/17/2020

- Until further notice, all employees entering any CMH building are required to wear a mask covering their mouth and nose. See attached CDC guidance on How to Safely Wear and Take Off a Cloth Face Covering.
- Masks must remain on at all times while in all CMH buildings, with the following **exceptions**:
 - An employee may remove their mask if they are alone in a separate office or meeting room.
 - An employee may remove their mask if they are in a large meeting room with sufficient space between themselves and others in the room, allowing for social distancing of at least 6 feet.
 - An employee may remove their mask while at their desk only IF they are socially distanced at least 6 feet from the nearest individual.
 - Employee must have their mask readily accessible to immediately put on if someone enters their space.
- Masks **must** be worn:
 - Prior to building entry and the screening at the door.
 - When employees are in ANY common area, including (but not limited to) hallways, bathrooms, elevators, work areas, etc.
 - Any time an employee leaves their desk.
- Incidents of non-compliance are to be reported to your Supervisor and HR Manager. Failure to comply with this Directive may result in progressive discipline.

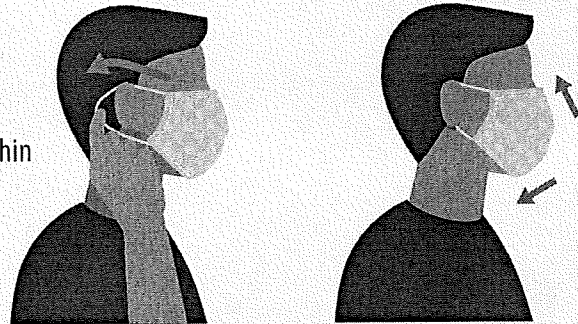
For your health and safety, as well as your co-workers' and persons served, please wear your mask consistently, do not touch your face, practice social distancing, and regularly wash your hands with soap/water or use alcohol-based hand sanitizer.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

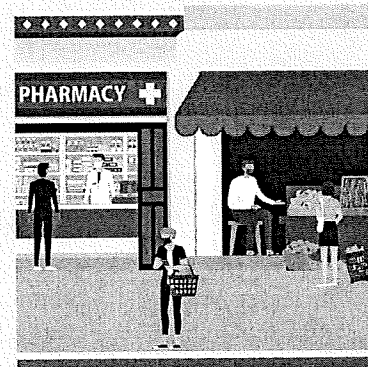


USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)