
Standard Operating Guidelines, Operations Department, All Divisions/Agency Employees

ISSUED: 10/30/2020

REVISED: N/A

APPROVED: 10/30/2020 BY: Operations Management Team

SUBJECT: Face Covering & Infectious Disease Guidelines

Face coverings shall be worn by all agency personnel, contractors, and ancillary personnel while at any location in which an employee is engaged to work for the agency. All persons shall maintain dedication to proper social distancing and hand hygiene. This guideline is enacted to reduce the potential of asymptomatic and pre-symptomatic transmission of infectious disease, including SARS-CoV-2 (COVID-19).

The safety of our employees is a primary agency concern. Shared workspaces, conference rooms, and breakrooms are all areas of high-risk for the spread of COVID-19. This policy will be enforced to attempt to mitigate and reduce the risk of workplace transmission.

Specifics and Details:

- All persons should wear a face covering at all times while on agency property. This includes breakrooms, restrooms, and all spaces where they may encounter co-workers.
- Acceptable face coverings are as follows:
 - Surgical Masks.
 - Cloth Masks for P100 use only.
- All face coverings must be worn over the nose and mouth at all times. Face coverings cannot be worn below the nose or below the chin.
- Proper social distancing shall be encouraged and maintained throughout the building. This includes maintaining a minimum distance of six (6) feet between personnel at all times if possible. This includes breakrooms, work spaces, and conference rooms.
- Field employees must wear a face coverings while in the cab of the ambulance, in the hospital, and while inside posts to include the airport, and fire stations.
 - This policy remains in place even if the employee is in the ambulance cab by themselves. This is due to the ability to exhale, cough, or expel droplets in a shared workspace.
 - Surgical masks are mandated for ambulance cab, fire stations, Medic posts, airport, hospitals and any transport facilities.
 - Cloth masks are deemed acceptable for P100 only.
- Facemasks with exhalation valves are not considered to be a proper barrier by CDC guidelines and may not be worn in the work setting. These types of masks allow unfiltered exhaled breath to escape.
 - N95 Mask Style 8211 is equipped with an exhalation valve. If this mask is utilized by the agency as issued PPE, it must have a surgical mask in place over the top of the exhalation valve.
- Face coverings may be removed while in break room areas and office areas under the following circumstances:
 - In break room eating areas where social distancing may be maintained at least six (6) feet apart.
 - In an office, cubicle, or workspace where the employee is the sole and designated occupant. Employees must have a mask readily available to don if another employee enters the work area.

Contraindications to Face Covering Use:

- Face coverings should not be placed on the following persons:
 - Children under two (2) years of age.
 - Any persons who exhibits difficulty breathing.

- Any persons who are unconscious, incapacitated, or otherwise unable to remove their mask without assistance.

Policy Infractions:

- Any employee who is found to violate this policy will be subject to the following:
 - Verbal counsel and correction.
 - Issuance of a Performance Improvement Observation (PIO) to document in the employee personnel file.
 - Continued infractions may result in escalation of the agency's progressive disciplinary process (PID).