

From: Maurice Jones
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To: Town Email Users
Subject: New Mask Policy
Attachments: [Mask Re-Use Flier_FINAL.pdf](#)

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Hello Everyone,

In order to protect our employees and to minimize the possibility of spread, beginning on Monday, April 20, 2020, the Town will require all employees to wear a mask or cloth face covering when you are in a Town building and where proper physical distancing is not achievable.

That means, if you are in a room with another person or walking through common areas (hallways, conference rooms, food prep areas, and restrooms), you need to wear a mask. If you are working in a room by yourself, you do not need to wear a mask. If you don't have a mask or proper face covering, your supervisor can provide you a mask.

Because it is still possible for people who have no symptoms of coronavirus infection to transmit the virus to others, the Centers for Disease Control and Prevention now recommends everyone wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as in grocery stores and pharmacies.

Basic mask guidance:

- When using a face covering, exercise care when removing the mask. Do not touch eyes, nose, or mouth when removing the covering. Wash hands immediately after.
- Cloth coverings should be washed regularly, after each use if possible. Using a washing machine with hot water and regular laundry detergent should be sufficient, according to health officials.
- Surgical masks and N-95 respirators should be reserved for healthcare workers and other medical first responders.

For more guidance on using and disposing masks and how to put them on and take them off properly, please see the attachment. If you need a mask, please speak with your supervisor. We understand some of you may not receive a mask from the Town by Monday morning but we would like to see everyone wearing masks as soon as possible on Monday or Tuesday at the latest.

Thank you for your great work during this crisis. Our community continues to be well served by its Town employees!

All the Best,
Maurice

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