*Sample Employee Communication*

*Please Customize for Your Organization*

Hello,

In our area, all residents are required/encouraged to use a face covering or mask in public places where maintaining proper social distancing measures to prevent the spread of COVID-19 is not possible. This order goes into effect on date and supersedes previously issued guidance relative to mask use.

This order applies to all workers and customers of businesses and other organizations that are currently open to the public and permitted to operate as COVID-19 Essential Businesses, such as grocery stores, pharmacies and other retail stores. Residents are also required to wear a mask or face covering at all times when using any means of transportation service or public mass transit.

Personal Protective Equipment:

Although not required, private employers may decide to voluntarily require all employees to wear a facemask or other PPE while at work. There are two levels of voluntary mask usage, according to OSHA. The first involves wearing an N95 respirator and the other is a non-respirator mask (cloth or other material without a filter).

Employees wearing a mask should follow CDC guidelines. The mask should:

* Fit snugly but comfortably against the side of the face;
* Be secured with ties or ear loops;
* Include multiple layers of fabric;
* Allow for breathing without restriction; and
* Be able to be laundered and machine dried without damage or change to shape.

If you have any questions or concerns or are unable to wear a mask or face covering due to medical reasons, please reach out to name and contact information.

Thank you,

Name