

## **Waukegan Park District**

### **Requirements to Wear a Face covering at Work**

**As of 5/1/20**

It is the District's intent to comply with the state and local emergency orders as well as to aid in the effort to protect employees and members of the community with whom our employees come in contact.

The face covering is to prevent the user from spreading germs to another person by direct exchange of droplets when talking, coughing or sneezing, or by droplets landing on a surface that another can then touch and ultimately have contact with. In an effort to best protect each other from the spread, the District's requirements may seem stricter than the state or local orders.

The following identifies when employees are required to wear a face covering that is covering both the nose and the mouth. The failure of an employee to comply may result in discipline up to and including discharge.

Face Coverings are to be worn when:

1. Social distancing cannot be obtained of 6 feet or more indoor or out.
2. More than one person is traveling in a vehicle together.
3. Moving about an indoor facility. Exception would be if working in a space that is dedicated to that employee only, such as sitting in a designated office.
4. Working in common areas of a facility such as the work room, lunchroom, copy area, or bathroom. Face Coverings can be removed when in these areas to use a Kleenex or eat/drink; but social distancing of 6 feet must be maintained when face covering is removed.
5. In an interior room with another person.

If at any time an employee feels they are not able to wear a face covering they should discuss this with their supervisor immediately to identify if they can remain at the worksite.

Keep in mind, for most of us, 6 feet is a little longer than two arm lengths.

Whenever possible, after being in an area when a face covering is not worn, the area should be wiped down with a disinfectant.

Please reference the CDC guidelines on how to wear, remove, wash and make face coverings.

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings 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
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

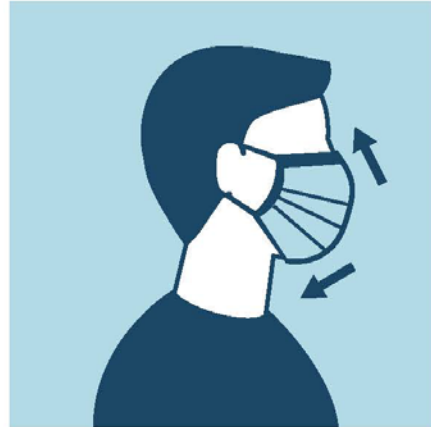
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



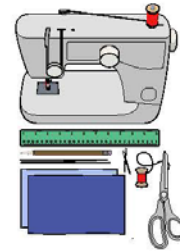
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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Sewn Cloth Face Covering

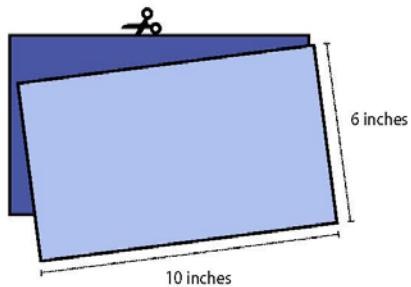
### Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

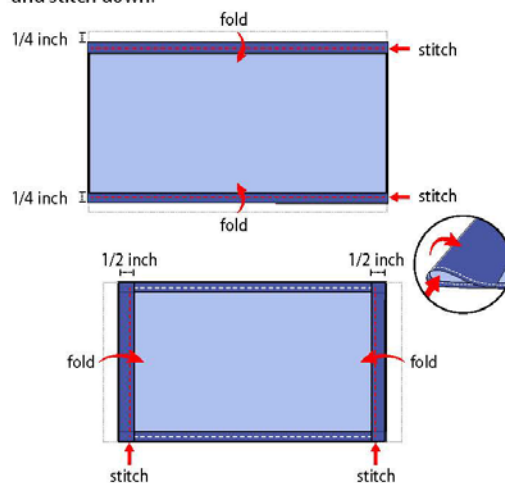


### Tutorial

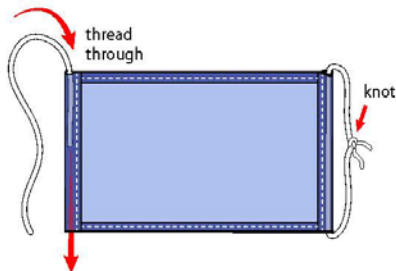
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



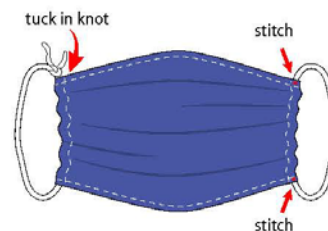
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

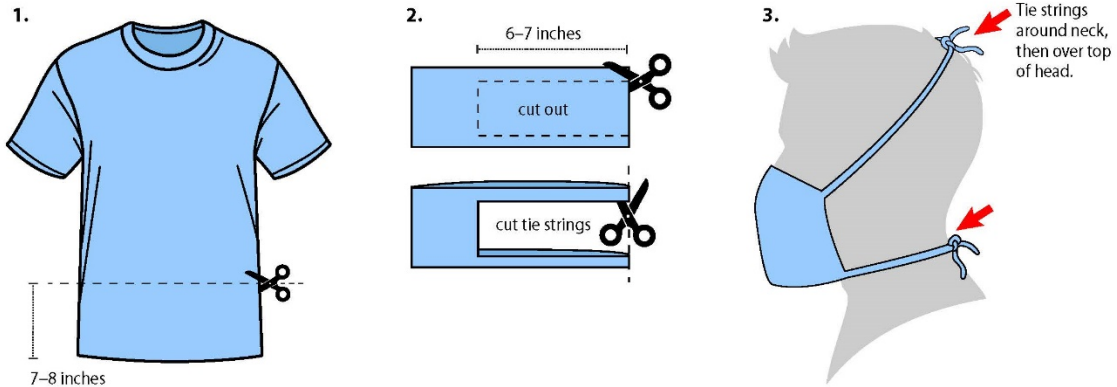


## Quick Cut T-shirt Cloth Face Covering (no sew method)

### Materials

- T-shirt
- Scissors

### Tutorial



## Bandana Cloth Face Covering (no sew method)

### Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

### Tutorial

