

IDHS Guidance Number 1.0: Proper Use of a Face Coverings/Face Masks in a Low-Risk Environment Workplaces During a Known or Anticipated COVID-19 Outbreak.

Date Issued: April 30, 2020

General Statement: The Illinois Department of Human Services requires, pursuant to Governor’s forthcoming stay-at-home order, that its employees, working in a low-risk environment, wear a face covering during working hours to help prevent contracting and spreading COVID-19.

Definitions:

“Face Covering.” A type of personal protective equipment (PPE) that covers the nose and mouth of an individual. This includes surgical masks and cloth face coverings. N95 respirators should be reserved for health care workers and settings.

“Low-Risk Environment.” Job titles and work locations that do not require contact with people known to be or suspected of being infected with COVID-19, including close contact with customers. Presently, this includes employees working in offices that are closed to the public or administrative offices where most of its regular workforce are working remotely.

General Guidelines:

1. Employees working in low-risk environments are required to wear face coverings at all times when working at an IDHS office unless an exception applies.
 - a. Employees can bring in their own face coverings. However, IDHS will provide face coverings upon request.
 - b. If an employee cannot wear a face covering due to a medical reason or a personal reason, then they should immediately

- contact their supervisor about requesting a reasonable accommodation.
2. IDHS will provide a computer-based training (CBT) about the proper donning of a face covering. Employees are recommended to complete the CBT.
 3. Employees may take off their face coverings while working alone in a private office with the door closed.

Face Covering Procedures for Employees Working in Low Risk Environments.

Putting on the Face Covering

1. Perform hand hygiene.
2. Grasp covering by either pinching the covering at the ear loops or grasping upper ties. Only touch the ear loops and ties. Do not touch the covering portion of the covering at any time.
3. Place over face.
 - If ear-loop style covering, then secure ear loops behind the ears and secure covering.
 - If tie-back style covering, then secure upper ties behind head. End by securing lower ties behind head.
4. Perform hand hygiene.

Cloth Face Covering Removal

1. Perform hand hygiene (wash hands with soap and water for 20 seconds or use hand sanitizer)
2. Remove covering.
 - If ear-loop covering style, then remove covering by holding the ear loops. If the front is contaminated, remove slowly and carefully.
 - If tie-back then remove covering by untying lower ties first and untie upper ties last. If the front is contaminated, then remove slowly and carefully.

3. Carefully store face covering in a brown paper bag.
4. Perform hand hygiene.
5. You should launder the cloth face covering after each use by placing it in a mesh wash bag in the washing machine so that it does not fall apart and use a high heat setting. Hang to dry in a well-ventilated area.

Hand Hygiene

- While wearing a face covering, the employee must perform hand hygiene in the following situations:
 - Immediately before and after donning/doffing their face covering;
 - Before and after adjusting their face covering; and
 - Before and after touching their face, eyes, nose, or mouth.

References:

- Guidance on the Use of Masks by the General Public (IDPH):
<http://www.dph.illinois.gov/covid19/community-guidance/mask-use>
- Preparing Workplaces for COVID-19 (OSHA);
https://success.ada.org/~media/CPS/Files/COVID/OSHA_Guidance_on_Preparing_Workplaces_for_COVID-19.pdf
- Recommendations Regarding Use of Cloth Facemasks (CDC):
<https://www.google.com/search?client=safari&rls=en&q=dcd+covid+19+face+mask&spell=1&sa=X&ved=2ahUKEwiiqujkrobpAhVM-6wKHQmwAUoQBSgAegQICxAm&biw=1140&bih=839>