



COVID-19 Pandemic Policy Universal Masking

Section: Environmental, Health, and Safety	Attachment(s):
Policy #:	
Effective Date: September 9, 2021	
Adoption Date: May 28, 2020	
Revision Dates: August 10, 2021	
Issuing Department: Centre County Risk Management	
Responsible Officer: Risk Manager	
Required Review Period:	

Section 1: Policy Statement

The 2019 novel coronavirus (COVID-19) is a contagious disease that rapidly spreads from person to person. COVID-19 can be transmitted from people who are infected with the virus even if they are asymptomatic or their symptoms are mild. Additionally, exposure is possible by touching a surface or object that has the virus on it and then touching one’s mouth, nose, or eyes. COVID-19 presents a serious public health threat and to help mitigate the spread of this virus in accordance with the Centers for Disease Control (CDC) and the Pennsylvania Department of Health (DOH) guidance, Centre County Government is implementing a universal masking policy for employees.

Section 2: Provisions

This policy is based on guidance from both the CDC included [here](#) and the PA Department of Health and applies to County Employees and the public entering County offices and buildings.

Section 3: Procedures

The use of masks by employees is mandatory while on the work site and when traveling with others in a County vehicle or on County business. Masks are also required of the public for entry to all County offices, buildings, and when traveling in County vehicles.

Instructions on the use and care of masks are as follows:

- When putting the mask on, make sure it fits snugly around your mouth and nose.
- Avoid touching the mask while using it. If you do touch it, wash your hands with soap and water or alcohol-based hand rub.
- Do not wear a mask that is damp from having been laundered or wet from spit or mucus.
- To remove the mask, release it from your ears; do not touch the front of mask.
- After removing the mask, refrain from touching your face, eyes, nose, and mouth.

- Immediately wash your hands with soap and water for 20 seconds.
- Wash the mask by hand after each use.
- Use soap and warm water and allow it to air dry.

Exceptions to wearing masks include the following:

- If an employee is sitting alone in an office in which the door is closed.
- If an employee is using break time to eat or drink while social distancing.
- If a mask impedes vision or creates an unsafe condition in which to operate equipment or execute a task.
- If an employee has a health condition that has been disclosed to the Human Resources Office.

Section 4: Compliance

If an employee does not wear a mask correctly (over nose and mouth) and/or is not wearing a mask at all, the direct supervisor will provide one verbal warning. Following the verbal warning non-compliance will result in the employee being sent home without pay for the remainder of the day. Should an employee be cited again for failure to follow these masking requirements, further disciplinary action may be imposed up to and including extended suspension without pay or termination. Supervisors who fail to follow and/or enforce the policy are subject to the same disciplinary actions.

Members of the public who are unable or do not wish to wear a mask may request other arrangements with the County office from which they are seeking services and will not be granted admission to the County office/building.

Section 5: Definitions

Mask- Cloth face coverings that prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing.

Social distancing- Social distancing, also called physical distancing, is a set of physical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. It typically involves keeping a certain distance from others and avoiding gathering together in large groups. By reducing the probability that a given uninfected person will come into physical contact with an infected person, the disease transmission can be suppressed.