

COVID-19 Face Mask Policy
for Employees, Participants and Guests
effective: June 10, 2020

The health and safety of employees, participants, and guests is our highest priority.

All employees, participants and guests are now required to wear a mask or cloth face-covering that covers his or her mouth and nose at all times participating in a WCCOA service, activity or event whether located at a WCCOA site or another location/facility. Your mask must cover your mouth and nose. Masks may not be shared with another person. Each participant must have their own face-covering.

How to put on a face mask

Clean your hands with soap and water or hand sanitizer before touching the mask.

Make sure there are no obvious tears or holes in either side of the mask.

Determine which side of the mask is the top.

Determine which side of the mask is the front.

Follow the instructions below for the type of mask you are using.

Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.

Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.

Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.

If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.

Pull the bottom of the mask over your mouth and chin.

How to remove a face mask

Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.

Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.

Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.

Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.

Clean your hands with soap and water or hand sanitizer.

Face Mask Care

Employees, participants and guests must maintain the cleanliness and sanitation of their masks. Proper care of fabric masks include:

- Hand wash or machine wash in a garment or mesh bag on gentle cycle. **DO NOT MICROWAVE**
- Hang or lay it flat to dry. Using a dryer can shrink the fabric and destroy any elastic in the mask.

***Please note the following exceptions:**

- Employees, participants and guests whose health or safety is put at risk by wearing a mask or cloth face-covering are not required to do so but may be restricted from participating in a service, activity or events.

Final determination in these situations will be made by the WCCOA Executive Director.

- Employees, participants and guests who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the mask when they are done.

All WCCOA advice on physical / social distancing remain in place. Please continue to practice physical / social distancing even when wearing a mask.

This policy will remain in effect until such a time that immunization related to the COVID-19 virus is available to the public and the policy is rescinded by the Governing Board of the Wood County Committee on Aging, Inc.

Policy # 10.22

WCCOA Board Approved: 06/10/2020