

<h1>Cloth Face Covering Policy</h1>	Document No.	LACAT-HR-POL-118
	Revision Date	6/30/2020
	Revision	01
	Issuing Authority	Human Resources
	Branch/Dept.	All

Purpose

Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control. This recommendation is based on the role respiratory droplets play in the spread of the virus that causes COVID-19, and studies that show cloth face coverings reduce the spray of droplets when worn over the nose and mouth. COVID-19 spreads mainly among people who are in close contact with one another (within 6 feet), so the use of cloth face coverings is particularly important in settings where people are close to each other or where social distancing is difficult to maintain.

Effectiveness

This policy is effective immediately and shall remain in effect until official notification is given.

Policy

It is the policy of Louisiana Machinery Company that all employees wear a cloth face covering:

- During all face to face interactions with the public, including customers and vendors, regardless of the location.
- While present in or walking through common and public areas in the workplace, such as lobbies, break-rooms, and hallways.
- When seated at a desk or workstation, and within 6 feet of another employee.

Technicians working alone in a shop bay or in the field are not required to wear a face covering. When a task or job requires multiple technicians to work in close proximity with each other, they are expected to take appropriate precautions to prevent the spread of respiratory droplets between them.

Face coverings are only one part of the solution. Don't get a false sense of security from wearing a face covering. Employees must still follow social distancing rules (limiting contact and staying 6 feet away from other people), wash their hands often, avoid touching their faces, and cover coughs and sneezes.

Face Coverings

We do not recommend using N95 respirator masks or other medical grade facemasks. Cloth face coverings are meant to stop the wearer from spreading respiratory droplets and remind people not to touch their faces. Face coverings are only helpful when they are worn correctly and used with other recommendations. Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Be made of more than one layer of fabric that you can still breathe through
- Be able to be washed and machine dried without damage or change to shape

Before putting on a cloth face covering, wash your hands or use alcohol-based hand sanitizer. Cover your mouth and nose with the face covering. Make sure there are no gaps between your face and the cloth face covering. Be aware that if you touch your face or adjust your face covering after you have touched other objects, you can easily spread germs to your face. If you do touch your face or cloth face covering, you should wash your hands or use hand sanitizer right away.

Be careful when taking off your cloth face covering. Remove it from behind the ears and try not to touch the front of the cloth face covering or your face. Once you remove the cloth face covering, you should throw it in the trash (if it's disposable) right away or put it in the laundry and wash your hands right away.

Exceptions

There are some situations in which people don't have to wear a cloth face coverings. These include:

- While eating or drinking
- When the face covering interferes with other required PPE
- Anyone who has a breathing problem or health issue that would put their health at risk by wearing a cloth face covering.
- Anyone communicating with people who are hearing impaired for which the mouth needs to be visible.

Availability

The company has ordered reusable cloth face coverings and will distribute them to all employees once they arrive. We will also provide disposable face coverings for use in the meanwhile. Employees who wish to provide their own face covering should feel free to do so.