



Administrative Practice Manual

Subject: Cloth Face Covering or Mask Policy

Cloth Face Covering or Masking Requirements for County Employees

1. Dane County is implementing this policy based on the recommendations of Public Health Madison & Dane County. Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention change.
2. All employees who work in a location where the employee cannot maintain a distance of six feet from other individuals are required to wear a mask or cloth face covering. The six-foot distancing requirement does not include stairwells, corridors or hallways where employees are in transit.
3. County departments or work units at their discretion may require all of their employees to wear a cloth face covering or mask, not just the employees who are in a location where it would be difficult to maintain a distance of six feet from other individuals.
4. Regardless of where an employee works, all employees may choose to wear a mask or cloth face covering.
5. Employees who work in a location where they are unable to maintain a distance of six-feet from other individuals or are working for a department that is requiring all of their employees to wear a mask/cloth face covering shall receive a cloth face covering or disposable mask from the County.
6. Dane County is only providing masks/cloth face coverings to employees who work in a location or department that requires them to be worn.
7. Certain employees are required to wear other personal protective equipment (PPE) which includes but is not limited to face shields, N95 masks, KN95 masks, full-face respirators and half face respirators to protect them and others from the spread of disease. Employees who are required to wear an N95 mask must be fit tested and follow the Respiratory Protection APM Policy.
<https://admin.countyofdane.com/documents/PDFs/RM/Respiratory-Protection.pdf>
8. If a department requires their employees to wear a mask or face covering they will not be required to wear them when working in the following locations:
 - a. When working alone in a private office. A cubical is not considered a private office unless there are no staff adjacent to the cubical.
 - b. When driving alone in a vehicle.
 - c. When teleworking for the County at the employee's own home.
9. The mask or cloth face covering shall be worn over the nose and mouth.
10. Employees must wash or sanitize their hands before putting on a mask/cloth face covering and employees must wash or sanitize their hands before and after taking off the mask/cloth face covering, taking care not to touch the mask. Please see this video: <https://www.youtube.com/watch?v=OABvzu9e-hw>
11. Employees shall properly handle used masks.
 - a. Employees issued a cloth face covering or using their own cloth face covering shall launder cloth face coverings.
 - b. Employees issued disposable coverings shall dispose of the mask when finished with a shift.
12. Employees shall put on their mask according to their department policy.
13. Due to the unique operations of the Juvenile Court Program and the Sheriff's Office, managers in those areas will have discretion in how best to comply with this policy.