

WORKPLACE MASK POLICY

The health and safety of employees is our highest priority. All employees are now required to wear a mask or cloth face-covering that covers his or her mouth and nose at all times, while in the workplace. Shop employees are also required to wear a face shield. Seeley Brothers will provide washable reusable face masks to all employees and reusable face shields to all shop employees. Employees are responsible for bringing and wearing their masks every day while they are at work. Seeley Brothers takes the health and safety of our employees very seriously, so any employees who are not following the guidelines will face consequences up to and including termination.

When you receive your mask, we'll also provide instructions on how to wear and clean it. (see attachment) Due to the current short supply of cotton masks, we encourage all employees who require a simple cloth face-covering to follow CDC guidance on creating your own cloth face-covering.

*Please note the following exceptions:

- Employees whose health or safety is put at risk by wearing a mask or cloth face-covering are not required to do so if they can provide a doctor's note and we discuss the details with them directly to mitigate the risk to others. If this type of situation applies to you, please contact your Supervisor or HR directly.
- Employees who work on their own in an enclosed space (e.g., their own office) are permitted to remove their mask if they are seated at least six feet from the doorway. If someone enters their office, they must put their mask back on. They must wear their mask or face covering at all other times.
- Employees 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.

Please note: this policy is an addition to our previous communications regarding preventing the spread of COVID-19. All company advice on remote work and social distancing remain in place. Please continue to practice social distancing even when wearing a mask.

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

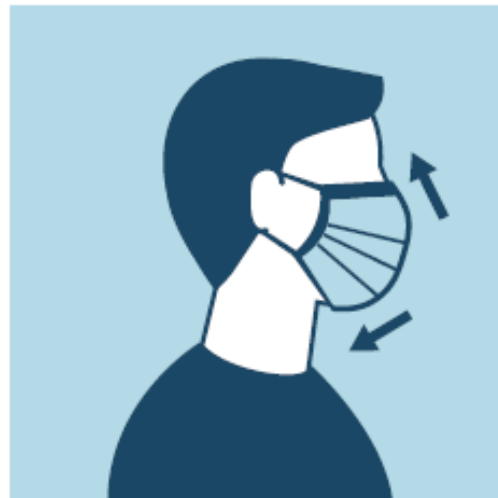
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

