



# HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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Voice/Relay

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TO: Howard County Employees

FROM: Lonnie R. Robbins  
Chief Administrative Officer

SUBJECT: Face Coverings

DATE: April 6, 2020

**This communication was sent via global email to all Howard County employees on Monday, April 6, 2020 at 12:58 p.m.**

Dear Employees:

The Center for Disease Control (CDC) has issued guidance recommending 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 transmissions. The face cover is intended to protect others in case you are infected. The CDC has now determined that transmission can occur prior to the development of symptoms and, therefore recommends anyone going out in public to wear a cloth face covering.

Since there is community spread in Howard County, the County is requiring all employees who have any interaction with the public or report to any County worksite or building to wear a cloth face covering. The County will be distributing cloth face coverings to any employee who meets this definition. Employees working with or around other employees or the public will be required to wear a cloth face covering unless the covering prevents them from performing their duties or poses an unforeseen safety risk. Employees who cannot wear a cloth face covering for any of the aforementioned reasons must be able to maintain social distancing to ensure their own safety and the safety of their coworkers. Employees performing core functions should continue to report to work as directed. We will begin distributing facial coverings through the week as departments identify how many coverings are needed for their employees.

Initially, we will be distributing surgical masks to Departments and worksites. Masks will be distributed during the first week and each employee will receive one surgical mask for use during the first week. By next week we expect that we will be distributing cloth face coverings to replace the surgical masks. Each employee who needs a face covering will receive two coverings and will be responsible for its maintenance and proper use. Additional coverings will be supplied as needed. If an employee chooses, they may supply their own cloth face covering.

Please see the link to the CDC site referring to CDC recommendations regarding the use of cloth face coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

In addition, the attached document provides directions on how to properly wear a cloth mask.

Thank you.