






COVID-19 Employee Face Covering Guide

Item	COVID-19 Protection:	Required for Employee?	Can be worn voluntarily?	Approved for:	Not Approved for:	Provided by:	Example tasks:
No face covering	No face covering required for outdoor work when physical distance to another person can be maintained.	N/A	N/A	Any outdoor space where an employee can maintain distance to other individuals.	Any indoor work, outdoor work activities in close proximity to others, or work requiring a higher level of protection.	N/A	Grounds work Outdoor work tasks that can be completed by one employee
Cloth or Paper Face Covering 	Can protect other people in the general public from the wearer's respiratory droplets. Local guidelines require face coverings be worn in all buildings.	Yes* , for any indoor work. Yes* , for outdoor work tasks where physical distancing cannot be maintained.	No , face coverings are required for indoor work and some outdoor tasks.	Any time an employee is working indoors. Any work outdoors when physical distance to another person is difficult to maintain.	Any work activities requiring a higher level of protection. May not be substituted in place of medical-grade masks.	Employee/ PCC	All indoor work areas and common use spaces
Clear Masks 	Can protect other people in the general public from the wearer's respiratory droplets.	No* , but can be worn as a substitute for face coverings	No , face coverings are required for indoor work and some outdoor tasks.	Any time an employee is working indoors. Any work outdoors when physical distance to another person is difficult to maintain.	Any work activities requiring a higher level of protection. May not be substituted in place of medical-grade masks.	Employee/ PCC	For communication with people with functional needs
Face Shield 	Can protect other people in the general public from the wearer's respiratory droplets. <i>Face shields should not be used as a substitute for face coverings.</i>	No* , but can be a supplement to face coverings or masks	Only as a supplement to face coverings.	Any time an employee is working indoors. Any work outdoors when physical distance to another person is difficult to maintain.	Any work activities requiring a higher level of protection. May not be substituted in place of face coverings or medical-grade masks.	Employee/ PCC	All work areas and common use spaces
Medical-grade Mask 	Can protect other people from wearer's respiratory droplets. Can provide some protection to the wearer from other peoples' larger respiratory droplets.	Yes , for approved critical work tasks when staying apart is difficult to maintain.	No . There is a limited supply, and they should be conserved for required critical work tasks.	Approved critical work tasks requiring the employee to be closer than 6 ft to another person.	Any work activities requiring a higher level of respiratory protection. May not be substituted in place of an N/P95 or other type of respirator.	PCC	Custodial work Dining services Work tasks needing more than one employee to complete
KN, N, or P 95 Disposable Respirator 	Protects the wearer from inhalation of 95% of airborne particles.	Yes , for some specific non-COVID-19 hazards. In rare cases for COVID-19 protection.	Yes , under certain conditions**. Supplies may be limited, and they should be conserved for critical work tasks with specific respiratory hazards.	Any work tasks requiring an N or P 95 respirator as part of the normal work for trained, medically cleared and fit-tested employees. As a substitute for face coverings or masks in times of significant community transmission.**	Any work activities requiring a higher level of respiratory protection. May not be substituted when work task requires a half face or full-face respirator.	PCC	Pressure washing hazardous substances Sanding Grinding

Last update: 12-30-21

*Unless the employee has been granted a medical or disability-related accommodation.

** Under certain conditions, an N or P 95 respirator may be voluntarily worn in lieu of a face covering or medical-grade mask and the employee **is NOT** respirator trained or fit tested for another type of respirator.