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## **COVID19-SD-6-Face Coverings**

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### **Face Coverings**

A Face Covering is defined as anything that is intended to and used for, the simultaneously covering of the nose and mouth to prevent the spread of the COVID19 virus. Face coverings include but are not limited to manufactured or homemade cloth masks, surgical masks or other similar items. The Department shall supply employees and visitors such face coverings as are available and appropriate. No one who is required to wear a face covering will be allowed in a CTDOT building if they are not wearing a face covering.

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### **Face Coverings Types, Use and Longevity**

Employee's always have the option of wearing a face covering that they make themselves or have obtained from another source.

#### **Level 1 - Gaiter style, cloth, pullover face covering**

Primary Work Environment and Distribution Priority – Priority issue to field employees where physical duties require a great deal of movement.

Durability – Washable, reusable, long life expectancy

#### **Level 2 – Tie behind the head or over the ear secured cloth face covering**

Primary Work Environment and Distribution Priority - Priority issue to field employees where physical duties require a great deal of movement.

Durability – Washable, reusable, long life expectancy

#### **Level 3 – Durable paper or fiber face covering that secures over the ear or head.**

Primary Work Environment and Distribution Priority - Priority issue to field employees where or when Level 1 style is not available.

Durability – Disposable, reusable, life expectancy in the field may be as long as 7 days, replacement required if it gets dirty or wet.

#### **Level 4 – Lightweight paper or cloth surgical style face covering the secures over the ear or behind the head.**

Primary Work Environment and Distribution Priority - Priority issue to office/administrative employees and visitors. May be use in the field environment also if no other face covering is available

Durability – Disposable, limited reuse ability, life expectancy in the office/administrative environment may be as long as 2-3 days however, daily replacement should be expected depending upon use. Replacement required if it gets dirty or wet. Life expectancy in the field environment is very limited and may need to be replaced more often.

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### **Face Coverings are Required to be Worn**

- Upon entering any CTDOT building or facility, employees and visitors are required to wear a face covering.
- While in or going through any common area of a building, including but not limited to, hallways, bathrooms, breakrooms, stairways, elevators and conference rooms.
- In open office/workspaces where the workspace is within 6 feet of others or physical distancing is not possible.
- In common use office/workspaces such as copier alcoves, common worktables and general office/workspaces where physical distancing is not possible or where it is likely that you will encounter other people.
- While engaged in a task or assignment that requires work with other people that are within 6 feet.

- When in vehicles with another person(s) all in the vehicle must wear a face covering. (Please see COVID19-SD-3a-Physical Distancing in Vehicle)
  - At any other time or situation when it is not possible to maintain the current physical distancing standard of at least six feet.
  - Employees may utilize their own face covering, if they choose to, rather than the face covering provided by the CTDOT.
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#### **Face Coverings are NOT Required to be Worn**

- When doing so would be contrary to his or her health or safety due to a medical condition.
  - When in a single occupant office space alone or in a workspace that is physically separated by distance, walls, partitions, or other barrier that is at least 64 inches high.
  - While in a vehicle alone.
  - On a job site, when out of doors and are not required to be within 6 feet of other people.
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#### **Employee Inability to Wear a Face Covering Due to a Medical Condition**

- If an employee has an inability to wear a face covering due to a medical condition, the employee must notify their supervisor and Human Resources in writing before reporting to work.
  - The employee must be interviewed by a member(s) of the Human Resources, OH&S or UConn Medical Staff(s) to determine;
    - The medical reason for the employee's inability to wear a face covering.
    - Review of the alternative types of face coverings that may be more suitable.
    - Review if the employee will be able to comply with the required physical distancing standards throughout the workday.
    - The need to consider matter as an ADA accommodation process.
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#### **EAP Lexington Group**

In these stressful times it is important that employees are reminded that the Lexington Group, EAP Program, is available and offers a variety of benefits and services to assist employees and their dependents in their time of need and/or their dependents is struggling to adjust to changes associated with COVID-19. Their number is 1-800-676-HELP (4357).

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#### **Enforcement Actions**

Employee noncompliance with established CTDOT COVID19 Health and Safety Requirements may be subject to disciplinary action in accordance with Personnel Memorandum 99-3 Enforcement of Safety Practices.

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#### **For more information about the COVID19 virus go to:**

CTDOT Specific Information - <https://portal.ct.gov/DOT/StaffCOVID/Info>

State of Connecticut Information - <https://portal.ct.gov/Coronavirus>

Centers for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>