

# Third Amendment Dated December 10, 2020 to the COVID-19 Operating Plan

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Supreme Court, IT Operations in the Herschler  
Building, Equal Justice Wyoming in the Hathaway Building

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2301 Capitol Ave., Cheyenne WY 82002

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## Justices:

Mike Davis, Kate Fox, Keith Kautz, Lynne Boomgaarden, and Kari Gray

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## Proposed Start Date of Select In-Person Proceedings:

- 1) The Supreme Court has no projected date for the return pre-COVID operations. It is anticipated that the Operating Plan will govern employee and public interactions for the foreseeable future. It is further anticipated that the plan will require periodic amendments or updates to remain relevant and meet the needs of the court personnel and the public. This may include returning to earlier versions of the plan. Revised plans will be clearly identified by number and effective date.<sup>1</sup>
  - 2) The Supreme Court is projected to reopen to the general public *TBD*. Business only activities for the Clerk of Court's Office shall be by appointment only. The front door of the Supreme Court building will be locked during business hours and signage will be posted indicating the services provided on an appointment basis only, along with contact information to make an appointment.
  - 3) Oral arguments are projected to resume in person in *TBD*.
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- 1) This Plan is organized into eight sections. The first section is applicable to all Supreme Court Employees. The remaining sections are unique to specific areas or divisions of the court. The sections are: 1. Reopening criteria applicable to all employees, guests and facilities of the Supreme Court; 2. Criteria specific to the Justices, senior staff attorney, law clerks, and judicial assistants; 3. Criteria specific to the Clerk of Court; 4. Criteria specific to IT in the Supreme Court Building and the Herschler Building; 5. Criteria Specific to Equal Justice Wyoming located in the Hathaway Building; 6. Criteria specific to the administrative offices of the Court; 7. Criteria specific to the law library; and 8. Criteria specific to the Judicial Learning Center. The court security officer will operate a single point of entry for all non-employees entering the building and should be familiar with each section of the plan to assist in ensuring compliance.
  - 2) This plan may be revisited and modified at any time as needed.
  - 3) The Judicial Learning Center Section does not have an anticipated re-opening date at this time and that section will have added details when re-opening is scheduled.
  - 4) Face Coverings shall be worn by all individuals entering the Supreme Court Building, the Legal Resources and Applications space located in the Herschler Building, and Equal Justice Wyoming space located in the Hathaway Building as described below. Signage for this requirement will be posted at all entrances of each

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<sup>1</sup> The Department of Administration and Information is conducting building evaluations in an effort to achieve a safe return to work for state employees. The Supreme Court will coordinate with the Department's Safety Officer in re-opening the Supreme Court building and offices in the Hathaway and Herschler Building.

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building.

- a) "Face Covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
  - b) Except as specifically exempted below, all individuals entering the Supreme Court Building, the Legal Resources and Applications space located in the Herschler Building, and Equal Justice Wyoming space located in the Hathaway Building shall wear a face covering in the following situations:
    - i) In common areas of the Supreme Court Building, the Legal Resources and Applications space located in the Herschler Building, and Equal Justice Wyoming space located in the Hathaway Building. Specifically, all individuals shall wear Face Coverings when interacting with the public or working in a space visited by members of the public, such as by way of example, but not limited to: reception areas, service counters, public restrooms, lobbies, waiting rooms, service areas, library areas, and other spaces used to interact with the public.
    - ii) In non-public areas when social distancing (6 feet apart) is not possible.
  - c) A Face Covering is not required under the following circumstances:
    - i) When an employee in the Supreme Court Building, the Legal Resources and Applications space located in the Herschler Building, and Equal Justice Wyoming space located in the Hathaway Building is in an enclosed personal office or enclosed personal cubicle with the heightened wall barriers where others outside of that person's household are not present as long as the public does not regularly visit the room or space. However, the employee shall put on a Face Covering when being visited by another employee, customer, or member of the public when social distancing (6 feet apart) cannot be maintained.
    - ii) If an employee has a medical condition, mental health condition, or disability that prevents him or her from wearing a Face Covering. This includes by way of example, but is not limited to, persons with a medical condition for whom wearing a Face Covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a Face Covering without assistance. An employee is not required to provide any documentation or explanation demonstrating that the individual cannot wear a Face Covering for any medical condition, mental health condition, or disability.
    - iii) Employees who are hearing impaired, or communicating with an individual who is hearing impaired, where the ability to see the mouth is essential for communication.
  - d) Employees exempt from wearing a Face Covering should speak with their supervisor to ensure proper accommodations will be made for the employee.
- 5) All proceedings, including oral argument and court conferences will continue to occur remotely. No date has been projected at this time for these functions to resume live. No in-person proceedings, including committee meetings and swearing in of bar members, elected officials or law enforcement officers will be considered at this time.

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## Section 1. General Re-opening Criteria Applicable to All Supreme Court Employees and the Public

**With the exception of subparagraph 8 that details the requirements for employees that test positive for COVID-19, this section is not currently applicable and will be revisited at a later date.**

### 1) Measures required by the Supreme Court

- a) Approval of plan by Supreme Court.
- b) Sufficient supplies acquired: hand sanitizer, tissues, garbages, notices.
- c) Signage complete.
- d) Division heads have disseminated plan to staff and answered questions.

### 2) Scheduling

- a) See individual section plans for specific requirements.

### 3) Social Distancing Among Court Staff and Attorneys

- a) The courtroom well facilitates 6 feet of distance between counsel tables, the bench and the clerk. The seating of the justices will be reconfigured to accommodate 6 feet of separation.
- b) Court Staff will practice social distancing by maintaining 6 feet of separation.
- c) Individual sections of this plan address staggered work shifts and other cautionary measures by Division.

### 4) Social Distancing requirements for the Public

a) Notices will be posted on the entrance to the Supreme Court, the courtroom doors, the entrance to the Clerk of Court's Offices, the entrances to the Herschler Building IT offices and the entrance to the Hathaway Building Equal Justice Wyoming offices with instructions that all entrants must adhere to the following rules and guidelines:

- i) All entrants must sanitize their hands before entering the office space. Hand sanitizers will be located at the entrance doors of offices or buildings as appropriate;
- ii) Social distancing of 6 feet of separation will be required in public areas, work areas, the courtroom gallery, courtroom well, hallways, elevators, restrooms, breakrooms, or other locations where employees or the public might gather;
- iii) The maximum number of persons permitted in the gallery of the courtroom is 35, and the maximum number of people in the well is 7. These maximums may be increased based on relationship of the persons and special circumstances. The maximum number of persons shall not exceed current public health orders. The number will be posted on the front entrance to the Supreme Court Building and on the doors to the gallery. The maximum capacity of the courtroom will be monitored and enforced by court security;
- iv) Gallery seating shall be staggered in rows to accomplish 6-foot distance between unrelated persons.;
- v) Not more than one person, unless from the same household, will be permitted in an elevator at one time. This requirement will be separately posted above the call button on each floor;

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vi) Not more than two persons will be permitted in a copy room area at one time; and

vii) Notices will be periodically posted in public spaces to remind people to maintain social distance.

## 5) Vulnerable Populations

a) Accommodation will be made for vulnerable populations including remote hearings. A member of a vulnerable population should contact the Clerk of the Supreme Court at 307-777-7316 to make specific arrangements.

b) Accommodations for vulnerable population employees are covered within individual sections of this plan.

c) Groups vulnerable to Covid-19 can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

## 6) Cleaning

a) Clerk of Court Staff will disinfect the courtroom between oral arguments;

b) Each employee is required to disinfect their own individual workspace by wiping down the door handle, desktop, computer keyboard, mouse, and telephone handle and touch pad with a disinfectant. Regular cleaning and disinfecting of common areas of the building will be performed by the janitorial staff;

c) CDC guidance on disinfecting can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>; and

d) Staff shall be responsible for ensuring conference rooms are disinfecting after all meetings; and

e) If an employee has tested positive, the HR Manager will contact A&I for case specific cleaning and disinfecting instructions. The information received from A&I will be relayed to the appropriate decision maker and after a decision is made those affected will be notified. Page 15 of this plan details general cleaning guidelines that may vary depending on the specific situation.

## 7) Other (if applicable):

a) See Individual section plans for specific requirements.

## 8) Plan in response to COVID-19 positive employee:

**NOTE: Detailed guidance from the Department of Administration and Information is attached (ATTACHMENT A).**

a) Employees should self-monitor for COVID-19 symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

b) If an employee is awaiting results from a COVID-19 test, the employee shall quarantine until the results are received.<sup>2</sup>

c) If an employee tests positive for COVID-19, the employee shall immediately:

i) Notify the supervisor;

<sup>2</sup> For purposes of this operation plan, a COVID-19 test means a Cepheid or Wyoming Public Health Laboratory test. It does not mean an antibody or Abbott test.

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- ii) Notify the H.R. Manager at 307-777-7629;
  - iii) Follow all Department of Health orders with regard to quarantine and/or isolation.
- d) If an employee has come into contact with a person who has tested positive for COVID-19, the employee shall immediately:
- i) Notify the supervisor;
  - ii) Notify the H.R. Manager at 307-777-7629; and
  - iii) Follow all Department of Health orders with regard to quarantine and/or isolation.
- e) If an employee who has come into contact with a person who has tested positive for COVID-19 performs essential duties, and the employee must go to work, the employee shall work with the H.R. Manager and the Wyoming Department of Health to develop an appropriate plan that balances the work with limiting the employee's exposure to others.

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## **SECTION 2: APPLICABLE TO JUDICIAL CHAMBERS LOCATED IN SUPREME COURT BUILDING, THIRD FLOOR**

- 1) Each Chambers and the senior staff attorney will comply with the requirements of Section 1.
- 2) The physical layout of the third floor accommodates all CDC guidelines for onsite work. At the same time, much of the work of the senior staff attorney and each chambers staff can be effectively accomplished remotely. Consequently, each chambers may grant permission to its staff to work from the office or home as appropriate to effectively accomplish the work, serve the public and protect public health.
- 3) Employees that fall within the vulnerable population as set forth in Section 1 may request special accommodation by providing documentation from a health care provider to the Chambers Justice. The Justice will contact the HR manager if appropriate.
- 4) Full return to normal operations will be considered as time passes and more information is available.

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## **SECTION 3: APPLICABLE TO SUPREME COURT CLERK'S OFFICE**

- 1) The clerk's office will Comply with Section 1.
  - a) Common areas such as the counter, copy room, vault and kitchenette will be occupied by no more than one person at a time and common tools such as file stamps, copier and kitchen areas will be disinfected with a sanitizing wipe after each use.
  - b) Prior to the building reopening for business, a plexiglass barrier will be installed at the counter. Upon reopening to the public, two clerks will work in the office following the guidelines in Section 1. Common areas such as the counter, copy room, vault and kitchenette will be occupied by no more than one person at a time and common tools such as file stamps, copier and kitchen areas will be disinfected with a sanitizing wipe after each use.
  - c) When in person oral arguments resume - The guidelines in (b) above will continue to be followed. The clerk assigned to the courtroom will disinfect the courtroom after each argument and at the end of each day to include the Clerk's desk, the bench, the podium, counsel tables, gate leading into the well, the benches and the door handles of the main entrance and the justices' entrance. Time between arguments may be extended to accomplish this task.

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- d) Employees that fall within the vulnerable population as set forth in Section 1 may request special accommodation by providing documentation from a health care provider to the HR manager.
- e) Staggered scheduling of oral argument will be implemented to allow for counsel and parties to get in and out of the courtroom while limiting interaction.
- f) Full return to normal operations will be considered as time passes and more information is available.

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## **SECTION 4: APPLICABLE TO COURT TECHNOLOGY OFFICE (CTO) STAFF IN THE SUPREME COURT BUILDING AND THE LEGAL RESOURCES AND APPLICATIONS (LRA) STAFF IN THE HERSCHLER BUILDING**

- 1) CTO and the LRA staff in the Herschler Building will work remotely.
- 2) If an employee working remotely must visit the office for work that cannot be completed outside the office, the employee needs to inform his or her supervisor and provide the date and time the employee plans to be in the office. Supervisors will maintain a common calendar showing the date and time employees are working in the office.
- 3) Because of the critical nature of IT services to the functioning of the Judiciary, emergency situations or the need to advance important services and applications may develop. These could occur in a variety of locations across the state and may require in person visits. Employees will only deploy at the direction of the supervisor and will abide by CDC guidelines and local court policies.
- 4) The return of all CTO and LRA staff to working in the Herschler Building and the Supreme Court shall occur *TBD*.

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## **SECTION 5: APPLICABLE TO EQUAL JUSTICE WYOMING (EJW)**

- 1) EJW's plan for transitioning staff back to full capacity in the Hathaway Building presents some unique challenges. EJW shares office space with another agency and does not have full control over the office space. EJW also serves many vulnerable members of the public. EJW will take all precautions necessary to maintain the safety of staff, volunteers, and clients.
- 2) EJW continues to serve clients and provide remote services while the office is closed to the public. The job duties of EJW staff can, for the most part, be accomplished from home. For this reason, EJW staff will work remotely, with the exception of occasional work that cannot be completed outside the office. If an employee needs to work in the office, he or she will notify EJW's Executive Director and provide the date and time the employee plans to be in the office. The staff's return to the office on a full-time basis will begin only after a determination by EJW's Executive Director and Board that it is safe and prudent to do so.
- 3) The EJW office will remain closed to the public until a determination is made by EJW's Executive Director and Board that it is safe to do so. While the office is closed to the public, EJW will continue to offer remote services through the secure online portal and via telephone.
- 4) When it is determined that it is safe to reopen the office to the public, EJW staff will follow all policies and guidance adopted by the Supreme Court to ensure the health and safety of staff and clients, including: 1) request clients maintain social distancing while in the EJW office, 2) make hand sanitizer readily available to clients at the entrance of the office, 3) offer face masks to clients when they enter the office, 4) disinfect any area of the office or self-help center used by a client after each use.
- 5) EJW's in-person events that are regularly offered are cancelled until a date to be determined. While in-

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person events are cancelled, EJW will continue to provide services through the secure online portal and via telephone. EJW will continue to provide remote services until the safety of the staff, volunteers, and the public at in-person events can be assured.

- 6) When it is determined that it is safe to resume in-person events, EJW staff will follow all policies and guidance adopted by the Supreme Court and take the following steps to ensure the health and safety of staff, volunteers, and the public at these events: 1) request that clients and volunteers maintain social distancing while attending EJW sponsored events, 2) make hand sanitizer readily available to clients and volunteers, 3) offer face masks to clients and volunteers, 4) disinfect any area used by a client or volunteer after each use.

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## SECTION 6: APPLICABLE TO ADMINISTRATIVE OFFICE OF THE COURT (AOC), SECOND FLOOR

- 1) The AOC staff on second floor will work remotely with the exception of limited staff who, with supervisor approval, must work in the office to accomplish their job duties. If an employee working remotely must visit the office for work that cannot be completed outside the office, the employee needs supervisor approval and must provide the date and time the employee plans to be in the office. Supervisors will maintain a common calendar showing the date and time employees are working in the office.
- 2) There are certain job functions that require travel and onsite visits to courts across the state (for example auditing, hiring, personnel actions, and training). When an employee must travel for their job, that employee will first obtain supervisor approval and will comply with CDC guidelines and local court policies.
- 3) The return of AOC staff on the second floor shall occur *TBD*.

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## SECTION 7: APPLICABLE TO THE LAW LIBRARY

- 1) The Law Library staff will work remotely with the exception of limited staff, who with supervisor approval, must work on-site to accomplish job duties. If an employee working remotely must visit the office for work that cannot be completed outside the office, the employee needs supervisor approval and must provide the date and time the employee plans to be in the office. Supervisors will maintain a common calendar showing the date and time employees are working in the office.
- 2) The Law Library will remain open to remote access via phone and email. Books may be picked up and returned outside of the Supreme Court Building as arranged with the State Law Librarian. No date has been projected at this time for Law Library to re-open to the in-person public visits.
- 3) Library Reopening to the Public Guidelines:
  - a) When the Court reopens the State Law Library to the public, the following steps will be taken:
    - i) All chairs will be placed six feet (6') from one another to ensure social distancing;
    - ii) Library staff will be asked to disinfect all workspaces (chairs, tables, computer terminals etc.) when the patron is done using the workspace in question;
    - iii) Patrons using books will be instructed by signs to place all books that have been handled on library carts placed throughout the library instead of re-shelving the books themselves;
    - iv) All re-shelving will be performed by library staff;
    - v) Library staff will wipe all books in need of re-shelving with disinfectant wipes prior to being re-shelved;

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- vi) Library staff will either wear gloves while re-shelving books, or will wash their hands immediately preceding and immediately after handling books;
- vii) Library staff will wipe the circulation desk area with disinfectant wipes after use and before being used by another staff member; and
- viii) No more than five (5) patrons will be permitted to enter the library at any one time and patrons will be limited to no more than four (4) hours of library time per day.

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## SECTION 8: APPLICABLE TO THE JUDICIAL LEARNING CENTER

- 1) The Judicial Learning Center is slated to reopen at a later date. When a reopening date is determined, applicable guidelines will be developed.
- 2) Judicial Learning Center Guidelines:
  - a) When the Court deems it is prudent to reopen the Judicial Learning Center to patrons, the following steps will be taken to help ensure the safety of those visiting the Judicial Learning Center:
    - i) All interactive exhibits and the timeline will be wiped by staff with disinfecting wipes after a patron has visited the Judicial Learning Center;
    - ii) All door handles into and out of the Judicial Learning Center will be wiped with disinfecting wipes after a patron has visited the Judicial Learning Center;
    - iii) All seating areas will be wiped with disinfecting wipes after a patron has visited the Judicial Learning Center; and
    - iv) No more than five (5) patrons will be permitted to visit the Judicial Learning Center at one time.

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## WYOMING SUPREME COURT CONTACTS

Supplies and Signage: Cierra Hipszky

Email Address: [chipszky@courts.state.wy.us](mailto:chipszky@courts.state.wy.us)

Phone Number: 307-777-3391

Disinfecting the Courtroom: Laura Mickey or Shawna Goetz

Email Address: [lmickey@courts.state.wy.us](mailto:lmickey@courts.state.wy.us) or [sgoetz@courts.state.wy.us](mailto:sgoetz@courts.state.wy.us)

Phone Number: 307-777-7316

Single Point of Entry: Joe Hartigan

Email Address: [jhartigan@courts.state.wy.us](mailto:jhartigan@courts.state.wy.us)

Phone Number: 307-777-6528

Human Resources: Brenda Reedy

Email Address: [breedy@courts.state.wy.us](mailto:breedy@courts.state.wy.us)

Phone Number: 307-777-7629



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**DEPARTMENT OF HEALTH CONTACTS**

Stephanie Pyle, Senior Administrator, Public Health Division, Wyoming Department of Health

Email Address: stephanie.pyle1@wyo.gov

Phone Number: 307-777-7958

Dirk Dijkstal, Section Chief, Health Readiness and Response, Wyoming Department of Health

Email Address: dirk.dijkstal1@wyo.gov

Phone Number: 307-777-5778

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**Signatures:**



Chief Justice,  
Michael K. Davis

12-10-2020

Date

x 

State Court Administrator,  
Lily Sharpe

12.11.2020

Date

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## ATTACHMENT A

State Offices Return to Work Checklist  
Supplemental Resource List/FAQ  
Updated 6/4/20

### **What information is important for employee screening?**

The Wyoming Department of Health provides [guidelines for screening employees for COVID-19 illness](#). They recommend screening for illness/symptoms and for recent close contact (within 6 feet for at least 10 minutes) of anyone diagnosed with COVID-19. The [CDC is maintaining a list of symptoms associated with COVID-19](#), which currently includes:

- Fever or chills\*
- Cough\*
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches\*
- Headache\*
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*These symptoms have been the most frequently reported in [Wyoming case data](#).

### **If a temporary isolation room or area is needed for an employee who becomes ill at work, does it need to be negative pressure?**

The CDC guidance for [healthcare infection control for COVID-19](#) states that standard rooms can be used for initial isolation and diagnostic testing of patients, while negative pressure rooms are to be used for aerosolizing medical procedures. So, applying that construct to our potential need for an initial isolation room or area in the event of illness at work, a room or area with standard airflow would meet recommendations.

### **When can an employee that tests positive for COVID-19 and that employee's workplace contacts safely return to work?**

Upon recognition of an employee testing positive for COVID-19, the state or local health department may provide instructions on the response for the positive employee and other employees in the area or building.

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The following guidelines from the CDC can help managers/employers prepare on what to expect. These are summarized in the CDC [Business FAQ](#) and [Community-Related Exposure](#) for non-healthcare settings. Potentially exposed means having < 6 feet of distance for a prolonged period of time:

- Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow [CDC recommended steps](#).
- Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days (from the time of last exposure).
- All other employees (without any close contact exposure) should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.
- For employees who were potentially exposed but are essential to operations and **must** report to work to perform job functions, consider the [CDC guidelines for critical infrastructure workers who may have had exposure to a person with suspected or confirmed COVID-19](#).

Employees that test positive for COVID-19 will likely receive quarantine or isolation instructions from the state/local health department or their healthcare provider. Two general strategies for discontinuing quarantine or isolation are defined by the [CDC instructions for discontinuation of isolation for persons with COVID-19 \(non-healthcare settings\)](#), a time-based strategy and a test-based strategy. General principles of the time-based strategy are: If COVID-19 positive and symptomatic:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.

If COVID-19 positive and not symptomatic (asymptomatic):

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

## **What about cleaning and disinfecting after a person or employee with COVID-19 has been in state buildings?**

The state or local health department, during the course of contact tracing and exposure investigation, may provide instructions on the response for the work area or building. The CDC

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guidelines can help managers/employers prepare on what to expect. Per the [CDC general business FAQ](#):

- Close off any areas used for prolonged periods of time by the sick person.
- Wait 24 hours before cleaning and disinfecting to minimize the potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in the area.
- If it has been **less than 7 days** since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the [CDC cleaning and disinfection recommendations for facilities](#) and [for vehicles](#), as needed.
- If it has been **7 days or more** since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

**Always be aware that introducing new chemicals and procedures can create additional risk.** Be sure to review the Safety Data Sheets (SDS) for hazards and PPE requirements before deploying them. Some people can be very sensitive to chemicals and fumes. Some changes to your chemical selections or other accommodations may be necessary.

## What is the guidance for washing/re-using face coverings?

The [CDC guidance on how to wash cloth face coverings](#) states to wash "after each use." Many states have posted guidance that recommends washing face coverings "ideally after each use, and at least daily" which is a reasonable approach for office settings.

The CDC and the American College of Occupational and Environmental Medicine (ACOEM) provide instructions for limited reuse of disposal coverings. These same principles could be applied for limited re-use of cloth face coverings during a single workday:

- Per [CDC guidance for optimizing face masks in healthcare settings](#): *Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean sealable paper bag or breathable container.*
- Per [ACOEM Recommendations for Use of Cloth or Disposable Face Coverings in the workplace](#)
  - After removing, place [the face covering] in a labelled paper bag.
  - Avoid touching inside of the covering. If contact is made with the inside, discard covering and wash your hands.
  - If the disposable covering will be re-used over multiple shifts, at the end of the shift, drop it in a paper bag labelled with your name/day of the week. Rotate disposable coverings each day of a work week; leave at least 4 days between each use for the virus to die.

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Always follow [instructions for safe handling, putting on and taking off the face-covering](#). If a face covering becomes wet, damaged, or visibly dirty, discard (or launder) appropriately.

Also note that cloth or disposable face coverings are not a suitable replacement for respirators needed to prevent exposure to occupational hazards.

## **Where can I get educational resources for employees?**

The CDC provides numerous free, downloadable flyers, videos and other education materials to help employers educate workers and visitors about many COVID-19 topics [available online](#).