

# QUICK REFERENCE GUIDE

## Universal Face Mask Policy and Procedures

Administrative Order 20-14v3

Order Effective Date: 12:01 a.m. on Monday, October 19, 2020



This is a reference guide for the requirement that everyone entering or working in Milwaukee County facilities, grounds, or other places where services are delivered must wear a face mask.

### Types of Face Masks Approved for Employees and Members of Public

#### Allowed:

1. Cloth face masks with two or more layers of breathable, washable fabric
2. Disposable face masks, such as non-medical grade paper or procedure masks.
3. FDA-approved face masks for sign language (ASL or LEP) interpreters

#### NOT allowed:

1. Neck scarves or bandanas
2. Neck gaiters or buffs
3. Winter scarfs
4. Face shields
5. Masks with exhalation valves or vents
6. Masks with inappropriate images or writing

### Face Mask Usage Requirements for County Employees, Contractors, Vendors and Volunteers

1. Must wear a face mask at all times, indoors and outdoors, including when interacting with the public or moving through a County facility
2. Cloth face masks should be cleaned each day prior to wearing it again
3. Face mask requirements specific to healthcare or emergency response should be followed
4. Cloth or disposable masks should be worn until reporting to their work area where medical-grade face masks are distributed
5. If cloth mask is forgotten, workers should use a paper face mask provided at point of entry

#### Supply and Distribution of Face Masks for Workers and Volunteers

1. Departments should provide five (5) washable cloth masks to employees, available through Marketplace Central
2. Employees may supply their own face masks but will not be reimbursed

### Face Mask Usage Requirements for Service Users, Visitors, and General Public

1. **Indoors at any County location** - Any person 3 years old or older
2. **Outdoors at any County location** - Any person 3 years old or older whenever within 6 feet of any other person who is not a member of the person's household.
3. **County services in a different setting** (e.g., home visit) – Any person 3 years old and older

#### Supply and Distribution of Face Masks to Members of the Public

1. Face masks provided to members of the public at all indoor County facilities and service areas
2. MCTS shall provide a limited number of disposable masks to riders
3. Face masks will be available at customer service desks at the airport while supplies last
4. Masks provided to Zoo visitors
5. No masks provided at outdoor Parks spaces (e.g., beer gardens, parks, marinas, beaches)
6. A member of the public may use their own face mask

### Exemptions from Wearing a Face Mask

1. Children ages two (2) years old and younger
2. Anyone with a disability that makes it difficult to wear a face mask

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3. Anyone who primarily relies on lip reading
4. Anyone advised by a medical professional not to wear a face mask due to personal health issues

### Visual Marker for Exemptions - Employees

1. Employees must notify their supervisor and designated HR Business Partner
2. Employees must provide a certification from their health care provider
3. HR Business Partner will provide an employee with a yellow badge holder that they should wear as a visual marker of the exemption

### Visual Marker for Exemptions - Members of the Public

1. Will be provided an exemption sticker to wear, excluding buses and the airport
2. Stickers shall only be distributed at County facilities and grounds with controlled entry points
3. Members of the public do not need to provide any documentation of a qualifying exemption
4. Departments should order exemption stickers in Marketplace Central

### Times When a Person May Temporarily Remove Their Face Mask

1. Some services require removal of a face mask (e.g., witness in a court hearing, genetics test).
2. Departments may have local exemption with additional risk mitigation measures
3. Eating/drinking with other risk mitigation measures in place
4. If alone in enclosed office, work vehicle or cubicle with over 6 foot high partitions, or only person in the entire cubicle workspace
5. Working alone outdoors, not in close proximity to other people

### Enforcement Policy & Procedure

**Employees** - Failure to follow this Administrative Order may result disciplinary action, up to and including termination.

**Members of the Public** - Enforcement based on the County facility:

1. **Milwaukee County Courthouse Complex & Vel Phillips Juvenile Justice Center**
  - a. Refusal to wear a face mask without exemption will result in entrance refused
  - b. With exemption they will be allowed into the facility and provided a visual marker
  - c. Trained law enforcement staff will be responsible for enforcing this order, and members of the public who fail to comply with face mask policies will be asked by law enforcement to leave the facility
2. **Buses Operated by MCTS**
  - a. Riders will be asked to wear a mask and if they refuse, or remove their mask during the ride, they may be encouraged to put a mask on

### Training and Communication

Signs supporting the order may be ordered on Marketplace Central or the [PDF](#) may be printed locally.<sup>1</sup>

If they haven't already, Milwaukee County employees must complete the course "Strategies to Slow the Spread of COVID-19 in Milwaukee County" available through the County's Learning Management System.

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<sup>1</sup> <https://milwaukeecountywi.sharepoint.com/sites/SignsforCOVID-19/SitePages/Signs.aspx>