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## INTERIM PROTOCOLS ON THE USAGE OF MASKS/CLOTH FACE-COVERINGS

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### **Purpose:**

This document outlines the usage of masks/cloth face-coverings by all Town of East Bridgewater municipal employees and visitors to municipal buildings during the COVID-19 pandemic.

### **Scope:**

On January 10, 2021, the East Bridgewater Board of Health recommended that the East Bridgewater Board of Selectmen require that all employees and visitors wear face-coverings in common areas of each building, not including individual workstations. On January 10, 2021, the East Bridgewater Board of Selectmen approved this requirement.

### **Applicability:**

This Protocol applies to anyone in of the Town's municipal buildings including but not limited to the Town Hall, Library, and Council on Aging. It does not include buildings operated by the East Bridgewater Public School system.

### **Protocols:**

- a. The Town will provide face-coverings to any employee or visitor requesting one.
- b. Face-coverings must:
  - Cover the nose and mouth;
  - Fit securely and comfortably against the side of the face;
  - Be secured with ties or ear loops;
  - Allow for breathing without restriction;
  - Be made of at least two layers of material;
  - Face-coverings may not have an exhalation valve or vent

Note that most scarves, bandanas, and gaiters do not comply with the above requirements.

- c. Employees are responsible for the proper usage and maintenance/cleaning of the mask or face-covering they choose to use.
- d. The Town retains the right to require an employee to use a Town-issued face mask if the employee's personal one is deemed not appropriate for work or does not the guidelines, as outlined in Section 4.b of this protocol.



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- e. Any employee who cannot wear a mask or face-covering due to a medical or disabling condition or who is otherwise may request a medical exemption from the Board of Health Office and submitting substantiating medical information from a medical provider. The Town will work to provide reasonable accommodations for visitors to municipal buildings who cannot wear a mask or face-covering due to a medical or disabling condition.

### **Required Usage:**

Employees must use their mask/face-covering in the following way(s):

- a. A mask/face-covering must be worn during the workday, always, unless the employee is in the employee's workspace. Examples of a personal workspace could include a Town vehicle, where the employee does not share that vehicle with another person, or in an employee's office or cubicle.
- b. Regardless of the above, employees must wear a mask/face-covering in their workspaces if they interact with any other individual, in person, in that space, within six feet of that individual (individuals sharing a work area, but remaining more than six feet apart, are not required to wear a mask/face covering unless they are less than six feet apart when they interact).
- c. Employees must wear a mask/face-covering, always, when interacting with members of the public unless such interaction takes place at least six feet from members of the public.
- d. A mask/face-covering must be worn at all times, in all common areas at work, including but not limited to hallways, bathrooms, and stairways.
- e. A mask/face-covering must be worn in all conference spaces.
- f. Using a mask does not replace the expectation that employees should maintain proper social distancing and good hand washing practices.

Visitors must use their mask/face-covering in the following way(s):

- a. A mask/face-covering must be worn at all times, in all common areas in municipal buildings, including but not limited to meeting rooms, hallways, bathrooms, and stairways.

### **Resources:**

For assistance regarding the interpretation of this protocol, please contact the Board of Health Office.