

# TOWN OF PALM BEACH

## ATTENTION ALL EMPLOYEES

The CDC has recently issued new recommendations regarding the use of cloth face coverings, especially in areas of significant community based transmission like Palm Beach County. Based on these recommendations, the Town is providing all essential on-site employees with disposable face masks. These are not surgical or N-95 masks which are reserved for healthcare workers and other medical first responders.

### All On-Site Essential employees shall:

- Follow the safety protocols of their department.
- Wear a cloth face covering as recommended by the CDC and whenever possible. This includes when traversing through any Town facility, working in an enclosed area, working with others, and when working outdoors to the fullest extent safely possible. Face coverings should not obstruct vision or line of sight, especially when operating equipment, machinery, and/or vehicles.



Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

[Learn More](#)

- Maintain proper social distancing while at work of at least 6 feet.
- Wear puncture resistant gloves whenever possible.
- Frequently and properly wash hands, and/or use hand sanitizer if washing is not readily available.

Please contact your supervisor for any of the supplies referenced above.

### How to Wear a Face Covering

#### Face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be disposed of, or laundered and machine dried without damage or change to shape



### How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands **immediately** after removing.



Visit the CDC for more information:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

Released April 9, 2020

### TOWN EMPLOYEE INFORMATION WEBSITE

Bookmark this website for updates regarding information relevant to employees

<https://www.townofpalmbeach.com/815/Employee-Information>