

Guidance on Wearing Masks at Work – City of Spokane

As employees who have been teleworking begin to move back to City Hall, they will notice some changes. One of these changes is the wearing of a cloth mask when social distancing can't or is unlikely to be achieved. Masks will be provided to employees by the City upon their return to work.

Why wear a cloth mask?

Coronavirus can spread into the air on tiny particles of saliva when an infected person breathes, talks, coughs, or sneezes. These tiny particles usually travel around 6 feet (about two arms lengths). Many people who are infected don't have noticeable symptoms (are asymptomatic), so they might spread the virus to others without knowing it.

Cloth masks help keep particles you exhale from escaping into the air, decreasing the chance of transmission to others. Cloth masks may not protect the wearer, but they may keep the wearer from spreading the virus to others. The illustration below demonstrates how wearing cloth face coverings can reduce the chances of transmission.

When should a cloth mask be worn?

Cloth masks must be worn whenever 6 feet social distancing cannot or is not likely to be achieved. Some examples of when to wear cloth masks include:

- When entering or exiting the building.
- When using shared spaces such as conference rooms, kitchens, elevators, washrooms, stairwells.
- When approaching another coworker at their workspace.
- Staff working at public counter.s
- Visitors coming in for day-to-day interactions and meetings with City staff.

How to properly wear a cloth mask

- Wash your hands before putting on the face covering.
- Put over your nose and mouth and secure it under your chin. Try to fit it snugly against your face.
- Avoid touching the front of the face covering when putting it on, handle only by the ear loops or ties.
- Make sure you can breathe easily.
- Wash hands immediately after removing.

Care and storage of cloth mask

- Wash cloth face covering daily.
- Wash face covering by including in regular laundry.
- Dry in dryer with regular laundry on high heat setting, or lay flat and allow to completely dry.
- Store in a plastic bag or other container when not in use.











For more information about cloth face coverings click on the following links:

[Important Information About Your Cloth Face Coverings](#) - CDC

[Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#) - CDC

[Face Masks or Cloth Face Covering](#) – Washington State Coronavirus Response (COVID-19)

[Cloth Face Coverings: The Do's and Don'ts of Wearing Them](#) – Washington State Dept. of Health

Chance of Transmission	Asymptomatic COVID-19 Carrier	Uninfected Person
Very high		
High		
Medium		
Low		
Very low		
Virtually none	