

Corporate Safety Notice

Date: April 15, 2020

To: Distribution

From: L. Ebbighausen, Vice President Corporate Safety - Chief Safety Officer

Re: Face Coverings

Employees who perform work assignments that may require them to interact with the public are required to don a face covering in compliance with New York State Executive Order 202.16:

For all essential businesses or entities, any employees who are present in the workplace shall be provided and shall wear face coverings when in direct contact with customers or members of the public. Businesses must provide, at their expense, such face coverings for their employees. This provision may be enforced by local governments or local law enforcement as if it were an order pursuant to section 12 or 12-b of the Public Health Law. This requirement shall be effective Wednesday, April 15 at 8 p.m.

In addition, employees whose work assignments do not permit them to be more than six feet from co-workers, including but not limited to: ride sharing in company vehicles, working jointly on tasks that require more than one person, working in confined space, etc.; must also don a face covering when performing these tasks.

Facial coverings are considered adequate if they cover an individual's nose and mouth and prevent the transmission of respiratory droplets that transmit COVID19 from person to person. An adequate facial covering includes:

- Cloth Masks or Scarves (e.g. homemade sewn, quick cut, bandana)
- Surgical Masks (cloth or disposable/paper)
- N95 Mask or better

Employees may continue to wear their own face coverings.

When receiving a mask from your department, the following documents will also be provided:

- Voluntary Respirator Use
- OSHA 1910.134 Appendix D Mandatory Information for Employees Voluntarily Using Respirators
- Mask Reuse Instructions

Bags to store your N95/KN95 between use are available through your department. Please contact your department to receive your mask and storage bag.