

Guidelines on use of Face Coverings for COVID-19, April 13, 2020

A face covering can be used for the purpose of preventing droplet infections from spreading from person to person. It creates a barrier between the person wearing it and the immediate environment and can reduce release of droplets that carry the virus from the nose and mouth. It is most effective in protecting the people around the wearer instead of the person wearing it. A face covering also protects the wearer's nose and mouth from splashes or sprays of body fluids.

Effective April 13, 2020, Mayor de Blasio is requiring all city employees to wear a face covering when interfacing with the public. If you need a face covering, please contact your supervisor.

General pointers for face coverings:

1. Face coverings, including masks and cloth coverings, may be re-used as long as they are not wet, contaminated or damaged.
2. Cloth masks should be washed and dried daily. They should also be washed when contaminated.
3. Each face covering is for personal use only – it should not be used by someone else. Write your name or place an identifying mark on the loops or ties so you know it is yours.
4. Store your face covering in your own personal sealable container when not in use.
5. A face covering should be dry before use.

How to put on a face covering:

1. Clean your hands with soap and water or hand sanitizer before touching the face covering.
2. Remove a face covering from the container and make sure there are no obvious tears or holes in either side of the face covering.
3. Always use the same side of the face covering as the front and the same side as the back (side in contact with the face).
4. Follow the instructions below for the type of face covering you are using. Do not touch the front side.
 - *Face Covering with Ear loops:* Hold the covering by the ear loops. Place a loop around each ear.
 - *Face Covering with Ties:* Bring the face covering to your nose level and place the ties over the crown of your head and secure with a bow. Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
 - *Bandana or kerchief.* Fold the bandana into a triangle. Place the base of the triangle over the bridge of your nose with the top of triangle towards your chin. Secure the bandana at the nape of your neck.
5. Pull the bottom of the face covering over your mouth and chin.

How to remove a face covering:

1. Clean your hands with soap and water or hand sanitizer before touching the face covering. Avoid touching the front of the face covering. Only touch the ear loops/ties/band.
 - *Face Covering with Ear loops:* Hold both ear loops and gently lift and remove the covering.
 - *Face Covering with Ties:* Untie the bottom bow first then untie the top bow and pull the covering away from you as the ties are loosened.
 - *Bandana:* untie from behind the neck and fold the front side facing in.
2. Fold the front edges of the face covering over each other. Store the face covering in your container (only 1 face covering per bag).
3. Clean your hands with soap and water or hand sanitizer.