

Subject: Face Cover Guidance for Employees in Office Areas

Please review the April 6th memo on face covers. TIA is updating the use of face covers from recommended to required.

We are now **requiring** all individuals (employees and the rare visitor) to wear a face covering in all common areas and work spaces except as set forth below.

YOU MUST HAVE A FACE COVERING WITH YOU AT ALL TIMES

When are face covers not required:

- When working alone in a stationary place or in your office.
- When desks are more than 6 feet apart.
- For brief periods of time (about 5 minutes) to take a break from the covering while distanced at least 6 feet from other employees.
- While eating.
- While outdoors.

However:

- If someone enters your office or work area you should put on your mask to protect that person
- If you leave that area to go anywhere you need to put on your face cover. This includes hallways, bathrooms, etc.

Meetings in large conference rooms:

- Keep 6 feet apart.
- You may remove face cover for brief periods of time (about 5 minutes) to take a break from the covering while distanced at least 6 feet from other employees.

Even with face covers on you must:

- Stay 6 feet apart from each other when talking, sitting and working together

Additional measures to reduce risk:

- Disinfect commonly used items, equipment, surfaces (soap and water disinfects too)
- Use hand sanitizer when soap and water is not available

Remember, according to the CDC, the wearing of a face covering is intended “to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.” In other words, the wearer of the face covering is protecting other people.

Thank you for your cooperation and support.

Regards,
Bob Kolar