Campus Guidance on the Use of Face Coverings

August 3, 2021

Based on current guidance that went into effect on Thursday, August 5, all students, employees and visitors to campus are required to wear either a reusable, well-fitting cloth mask or a single-use disposable mask when inside campus buildings and in other scenarios, as follows:

- Residence halls: Masks may be removed inside your own room when only you and roommates are present but should be worn in all common spaces
- Work spaces: Masks may be removed if you are working alone inside an office or lab
- Meals: Masks may be removed while actively eating and drinking but should be promptly put back on when finished
- Outdoor spaces: may be worn if desired, on the Terrace and other outdoor spaces adjacent to buildings
- Vehicles: Masks should continue to be worn on Madison Metro buses and should be worn in campus vehicles when two or more people are present

- Read the chancellor’s order on masks

As the order states: indoor public space does not include outdoor space connected to or incorporated within a building or other structure including but not limited to parking ramps, courtyards, patios, and stadiums.
Masks are not required in campus outdoor settings; however, masks may be worn if desired, on the Terrace and other outdoor spaces adjacent to buildings.

As required by federal law, Madison Metro Transit has announced that face coverings must still be worn by all individuals at bus transfer points, shelters and throughout boarding, riding and leaving the bus.

Designated staff in each school, college, or division are able to order COVID-related supplies such as masks from ShopUW+. Check with your school, college, or division to determine who orders and distributes COVID-19-related PPE and supplies for your unit. For more information, consult the PPE Procurement Guidance.

The primary purpose of wearing a reusable cloth or single-use disposable face covering is to reduce the spread of respiratory droplets from the wearer when they talk, cough or sneeze. While not classified as personal protective equipment (PPE), well-fitting cloth and disposable face coverings have also been shown to provide some protection to the wearer from breathing in respiratory droplets and aerosols. The level of protection varies by fit and material.

We will continue to provide personal protective equipment (PPE) such as surgical masks and N-95 respirators to employees who may face potential exposure to COVID-19 or other hazardous substances related to their work. These types of PPE will be reserved for this purpose and they will not be used in lieu of masks for general interaction in campus or public spaces.

The use of a face covering does not make it acceptable for employees to come to work if they are having symptoms or have a documented exposure risk where quarantine is required. Doing so increases the chances of spreading illness in the workplace.

The use of a face covering is meant to supplement—not replace—vaccination, testing, good hygiene, and self-monitoring for COVID-19 symptoms which remain the most effective measures to reduce the spread of the virus in the workplace.

Additional information is available: See “What Type of Mask Do I Need?” on page 4.
**WHAT TYPE OF FACE COVERING DO I NEED?**

<table>
<thead>
<tr>
<th>CLOTH</th>
<th>DISPOSABLE</th>
<th>RESPIRATOR</th>
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<tbody>
<tr>
<td><img src="image" alt="Cloth Mask" /></td>
<td><img src="image" alt="Disposable Mask" /></td>
<td><img src="image" alt="Respirator" /></td>
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</tbody>
</table>

**Who Should Wear**
Community members, including faculty, staff, students and visitors entering indoor campus spaces

**When to Wear**
When in any indoor public space except when actively eating or drinking
In workspaces by employees except when alone in a private, unshared office or lab
In residence halls, within all common spaces
In campus vehicles when two or more people are present, and while using Madison Metro Transit at bus transfer points/shelters and throughout boarding, riding and leaving the bus

**Use Guidance**
Choose a face covering that fits snugly around chin and nose, but is easy to breathe through. Handle by straps and wash between uses. Store to avoid contaminating the workplace

**Where Do I Get These?**
Bring from home. Some work units may order through the ShopUW+ Catalog. Check with your S/C/D and Procurement Guidance.

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**Who Should Wear**
Employees who find disposable face coverings easier to breathe through or wear, those working in labs or other environments where PPE is discarded after exiting.

**When to Wear**
While indoors
While using Madison Metro Transit at bus transfer points, shelters, and throughout boarding, riding and leaving the bus

**Use Guidance**
Handle by ear loops or straps. Store to avoid contaminating workplace.
Not for full day use.

**Where Do I Get These?**
Work units order through the ShopUW+ Catalog. Check with your S/C/D and Procurement Guidance.

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**Who Should Wear**
Employees with hazardous substance exposure, employees working in close proximity to patients or materials with Covid-19

**When to Wear**
When exposed to hazardous material, in close proximity to infected patient or infectious materials, during aerosol generating procedures

**Use Guidance**
Must be fit tested and trained Can be re-used in some conditions. Work unit must have written respirator program

**Where Do I Get These?**
Work unit submits request through EOC Logistics at https://shopuw.wisc.edu/eoc-ppe-request-form