



**Outagamie County COVID-19 Public Health Emergency  
Universal Face Covering Requirements and Procedures**

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As a result of the COVID-19 pandemic, Outagamie County limited many in-person services to protect the health of the community and its employees. In preparing to transition to additional in-person service delivery during this prolonged public health emergency, procedures must be established to protect the health of the public who rely on such services and County employees who deliver them. In support of this effort, the Centers for Disease Control and Prevention (CDC) recommends that face coverings be worn to slow the spread of COVID-19.

These Universal Face Covering Requirements and Procedures outline expectations for all Outagamie County employees, contractors, vendors, volunteers, service users, visitors, the general public, and all others entering or working in Outagamie County facilities, grounds, or other places where services are delivered.

These Requirements are effective as of 12:01 a.m. on Friday, August 6, 2021.

**I. General**

COVID-19 is transmitted mainly by people interacting in close proximity with each other. These requirements serve to protect all employees, contractors, vendors, service users and the general public by providing a “source control” for all individuals that may have pre-symptomatic and asymptomatic COVID-19 infection should those individuals come into close contact with others. It is important to remember that **wearing a face covering does not eliminate the need to physically distance from each other**. These requirements are an important component of Outagamie County’s overall COVID-19 risk mitigation and response efforts.

**II. County Employees, State Employees, Contractors, and Vendors (together “Workers”), and Volunteers**

**A. Face Covering Requirements** (see exemptions in Section IV)

1. Any worker or volunteer must wear a face covering at all times at County facilities, grounds, or other places where services are delivered (e.g., home visits), both indoor and outdoor, except if the worker is alone in their own workspace, or outdoors, separated from others by at least six feet or a physical barrier.
2. At all times when a worker or volunteer is interacting with the public during their shift, the worker or volunteer must wear a face covering, unless separated by a physical barrier.
3. At all times a worker or volunteer is moving through a public area of an Outagamie County facility, they must wear a face covering.
4. If a washable cloth face mask or covering is worn by the worker or volunteer, they are expected to clean it prior to wearing it again.
5. If a department’s operations or services require a separate face covering policy specific to recommended industry standards (e.g., healthcare, airport, emergency response), the worker should follow industry and County face covering or respirator requirements. The requirements in this document are primarily designed for people who typically do

- not wear face coverings in their job functions.
6. Workers and volunteers who are required to wear medical-grade face masks or respiratory protection are required to wear cloth face coverings or disposable paper masks to comply with this document until reporting to their work area where medical-grade face masks or respiratory protection are worn.
  7. If a worker or volunteer forgets his or her cloth face covering when reporting to work, he or she should use a disposable face covering from his or her department inventory or from another point of distribution.

**B. Types of Face Coverings**

The type of face covering worn by workers and volunteers is determined by medical vs. non-medical settings and services provided. Any medical-grade N95 respirators, or its equivalent, are reserved for healthcare workers, first responders, and others who work in high-risk environments.

Employees and volunteers who are not health care workers, first responders, and others who work in high-risk environments will wear non-medical face coverings, such as:

1. Washable cloth face coverings, such as handmade/sewn cloth masks, scarves, buffs, or bandanas; or
2. Disposable face coverings, such as non-medical grade paper or procedure masks.
3. Employees shall not wear face coverings with inappropriate images or writing.

**C. Supply and Distribution of Face Coverings for Workers and Volunteers**

Outagamie County will provide its employees who cannot telework full time with up to 2 washable cloth face coverings, if they do not have their own. Departments needing face coverings for in-person workers should procure them for their employees by completing the Outagamie County COVID-19 Supply Needs Survey. Employees may supply their own face coverings but will not receive reimbursement for these purchases. Associated department expenses will be reimbursed through CARES funding.

Contractors, volunteers, and vendors will provide their own face coverings. Those who do not have their own face covering will be provided one from the department inventory or at the entry point of the building.

**III. Service Users, Visitors, and General Public (together, “members of the public”)**

**A. Face Covering Requirements**

The County has developed signage for departments, contractors, or vendors to display in facilities and public work areas they manage based on the requirements outlined in this document. Signs are available for order on the Outagamie County COVID -19 Supply Needs Survey. Members of the public entering Outagamie County facilities or grounds, both indoor and outdoor, or receiving County services in a different setting (e.g., home visit) are required to wear a face covering (see exemptions in Section IV) as indicated:

**1. Indoor Outagamie County Facilities or Indoor Service Areas**

Face coverings are required to be worn upon entry into any indoor Outagamie County facility or indoor service area (e.g., a service user’s home), at all times while in County facilities, or while receiving County services indoors (see exemptions in Section IV).

**2. Outdoor Outagamie County Facilities and Grounds**

Face coverings are expected at service access points that are outdoors and where social distancing and physical barriers are not feasible.

**B. Types of Face Covering**

Any member of the public should wear a face covering, such as washable/reusable cloth or disposable paper face covering, as described:

1. Cloth face coverings, such as handmade/sewn cloth masks, scarves, buffs, or bandanas; or
2. Disposable face coverings, such as non-medical grade paper or procedure masks.

A medical-grade face mask is not required or recommended, unless the department providing the service specifically requires and supplies a medical-grade face mask to the member of the public.

**C. Supply and Distribution of Face Coverings to Members of the Public**

A member of the public may use their own face covering. If they do not have their own, they will be provided a disposable face covering at the controlled public entry point to the County facility, grounds, or other point of service.

Departments or elected offices that manage entry points to County facilities or grounds shall be responsible for the procurement of disposable face coverings and the process for distribution. Departments operating within facilities should keep a small supply of disposable face coverings on hand for instances in which a member of the public shows up without a face covering. Non-medical grade disposable face coverings can be obtained by contacting Outagamie County Emergency Management Specialist.

**D. Local Service-Level Policies for Additional Risk Mitigation**

Departments and elected offices may have additional local policies related to face coverings or other risk mitigation measures (e.g., health questionnaire, temperature screening) that go beyond the policies of this administrative order if additional risk mitigation is needed due to the nature of the service or the population being served. Departments and elected offices should notify the County Readiness Team of any additional risk mitigation measures being applied locally and the reason for the additional risk mitigation.

**IV. Exemptions from Wearing a Face Covering**

**A. People Who are Exempted from Wearing a Covering**

1. Children ages two (2)-years-old and younger.<sup>2</sup> Children ages two (2) through 12 should only wear a face covering if a parent or guardian monitors to make sure it is worn safely. All children under 12-years-old must remain within six (6) feet of parent/guardian, or household unit, and those who are small enough should be in a stroller or cart.
2. Anyone with a disability that makes it difficult to put on, wear, or remove a face covering.
3. Anyone consistently interacting with a person who is deaf or hard of hearing and primarily relies on lip reading.
4. Anyone who has been advised by a medical professional not to wear a face covering because of personal health issues.<sup>3</sup>
5. Anyone who has difficulty breathing<sup>4</sup> or is incapacitated.

**B. Times When a Person May Temporarily Remove Their Face Covering**

1. Some services require that workers or members of the public not have a face covering on during certain times (e.g., witness in a court hearing, genetics test). Departments and elected offices may have local exemption policies for face covering removal for points in time.

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<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

<sup>3</sup> Employees, contractors, and vendors must provide a note from their doctor to use this exemption.

<sup>4</sup> Employees, contractors, and vendors must provide a note from their doctor to use this exemption.

2. When consuming food or beverages when other risk mitigation measures are in place.
3. If a worker or volunteer is alone inside their enclosed office or work vehicle. This does not apply to cubicles unless the partition extends to 7', or the worker or volunteer is the only person within a 6' radius within the cubicle workspace.
4. If a worker or volunteer is working alone outdoors, not in close proximity to other people (e.g., mowing grass).

**V. Enforcement Policy & Procedure**

**A. Employees**

Outagamie County employees are expected to follow the face covering requirements.

Employees who fail to follow any of the work rules outlined in this policy may be subject to disciplinary action.

**B. Members of the Public**

Enforcement of the policies in this Order will be based on the County facility per the below:

**1. Outagamie County Government Center:**

- i. Only trained law enforcement should carry out enforcement with members of the public.
- ii. Any member of the public who refuses to wear a face covering without a qualifying exemption shall be refused entrance. If the person refusing to wear a face covering is at the Government Center because of a mandated court hearing, subpoena, jury duty, and/or a court case-related activity, facility security shall give that person a call list and advise them to call the appropriate number for instructions **before leaving the facility**. The appropriate court official will determine the next steps for the individual refusing to wear a face covering.
- iii. If a member of the public states that they have a qualifying exemption they will be allowed into the facility. Individuals with a qualifying exemption must practice social distancing at all times, unless a barrier is provided.
- iv. Some departments or elected offices may have different and/or additional risk mitigation strategies (see Section III.D) or exemptions (see Section IV.B.1) in place for safe, effective delivery of their services and members of the public may, therefore, be subject to different and/or additional face covering requirements inside of the facility.
- v. Members of the public who fail to comply with face covering policies will be asked by law enforcement to leave the facility.

**2. For all other County facilities, grounds, and service delivery locations:**

- i. Some departments or elected offices may have different and/or additional risk mitigation strategies (see Section III.D) or exemptions (see Section IV.B.1) in place for safe, effective delivery of their services and members of the public may therefore be subject to additional face covering requirements before being able to access services; members of the public who fail to comply with these

expectations may be refused service.

**VI. Training and Communication**

Outagamie County will make a public announcement of the Universal Face Covering Requirements and Procedures to prepare the general public prior to entrance into County facilities or grounds. Departments and elected offices are responsible for notifying their vendors, contractors, and volunteers of the rules, expectations, and procedures in this document. Signs indicating “Face Coverings Are Required in This Facility” should be displayed by the managing department of the County facility or service access points, at minimum.

Outagamie County employees will receive training regarding the proper care and use of face coverings while working.

Departments or elected offices with local exemption policies (see Section IV.B.1) are responsible for documenting, managing, and communicating any policies to their employees. This includes policies related to exempting people from wearing a covering in order to deliver a service and whether services will or will not be denied if a member of the public is refusing to wear a face covering.

**VII. Timeline for Implementation**

This procedure goes into effect on August 6, 2021. Departments should be in compliance no later than August 9, 2021.

Departments and Elected Offices responsible for distribution of face coverings for workers, volunteers, and members of the public should immediately begin planning for implementation and follow the normal PPE acquisition process, provided by Emergency Management.