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Date: 04/13/2020 07:14 AM
Subject: Employee Communication

As you may have heard it is now mandated that all employees who are on site must wear a face mask.

If you have your own and want to wear it, that is fine. Please ensure you understand what type of mask you have, some are only good for a few hours up to 8. Some mask can be reused if properly maintained and cleaned.

If you do not have a face mask please stop by HR and get one.

This applies to any visitor coming into the building as well.

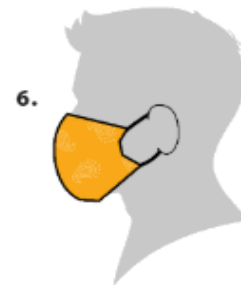
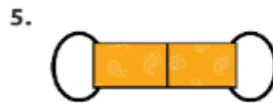
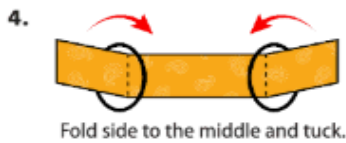
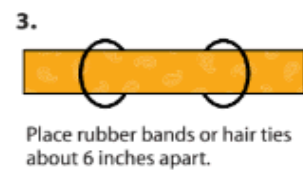
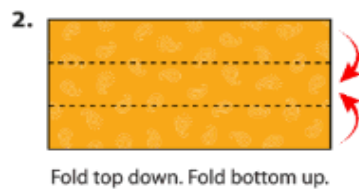
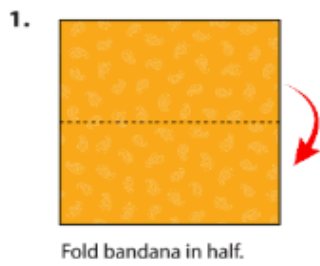
If you can work from home please do so, the less people in the building the better, just confirm with your function leader you are able to work from home.

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- **HOW TO KNOW IT'S TIME FOR A NEW FACE MASK:**
 - Disposable masks should only be used and are only truly effective for a 6 to 8 hour period.
 - If your mask starts to change its color from white to brown, black or something else, it's time to safely and properly dispose of it, wash your hands, and get a new one.
 - **2 DISPOSAL BINS - LOCATED BY DEMO ROOM and DOOR 20 (in Conklin) FOR USED MASKS:**
 - When removing your mask - DO NOT touch the front of the mask!!!
 - Discard used mask immediately!!! - Don't take the mask off and set it down - take it off and put it in the provided container.
 - Clean/wash your hands with an alcohol based sanitizer or wash them with soap and water.
 - **CAN YOU MAKE YOUR OWN MASK TO USE AT WORK?:**
 - Absolutely.
 - **HOW TO MAKE YOUR OWN NO SEW BANDANA FACE MASK:**
 1. Short video: <https://youtu.be/1r2C1zGUHbU> - or
 2. Written instructions

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial



If make your own - please remember to:

- make them so they cover your nose and mouth
- clean them each night before wearing them again
- wash/sanitize your hands before putting it on, before removing it, and after you remove it.
- when you remove it, don't touch the front of the mask. Bring a plastic bag to work with you and place the used mask in the bag to transport it home to clean it
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Thank you,