



To: Village of Little Chute Employees  
From: James Fenlon  
CC: Village of Little Chute Board of Trustees  
Date: July 24, 2020  
Subject: Face Coverings and COVID-19 Leave

Due to the increased number of positive COVID-19 cases in Outagamie County and the Village of Little Chute, it is important that we take this step to maintain our ability to deliver services to our residents.

**Effective immediately ALL Village staff are required to wear masks when social distancing requirements cannot be met.**

Face Coverings as an Effective Personal Protective Equipment (PPE):

The Village of Little Chute recognizes the importance of face coverings in controlling the spread of COVID-19. A face covering is generally a cloth, bandana or other type of material that covers a person's mouth and nose. All employees will have access to face coverings provided to them by their department. Employees are welcome to obtain and use a face covering of their preference if they are professional and in good taste. Employees should contact their supervisor if they need a face covering.

Expectations regarding personal protective equipment include the following:

- Effective immediately – The use of face coverings will be **required** by all staff in indoor common areas in all village-owned and operated facilities.
- “Common areas” refer to indoor spaces that are not an employee’s assigned workspace. For example: kitchens, breakrooms, restrooms, hallways, lobbies, reception areas, library, civic wings, board room, conference rooms, vehicles, etc. Kitchens, restrooms, and other enclosed buildings in parks are also considered indoor common areas.
- Employees are required to wear a face covering when social distancing cannot be maintained (i.e. staying at least 6 feet or about two arms’ lengths away from other people) or as directed by your supervisor.
- Village employees will be required to wear a face covering when interacting with residents at their homes, work sites and/or businesses.
- Village employees will not be required to wear face coverings when they are alone in their designated workstation or office. Note: Customers in lobbies will be strongly recommended to wear face coverings. Exceptions to this requirement may be necessary in certain specific circumstances for issues of health and safety and will be at the discretion of the village department.
- Violations of these expectations will not be tolerated and will be subject to discipline, up to and including termination. Exceptions to this overall policy will be evaluated and will take into consideration specific circumstances of an employee’s individual health needs, or situations where the use of face coverings might create additional safety hazards for an employee.

- Departments may, when necessary, implement stricter guidelines to protect staff and the public from COVID-19.
- People who are exempt from wearing a face covering:
  - Children two (2) years old and under;
  - Children two (2) through twelve (12) should only wear a face covering if a parent or guardian monitors to make sure it is worn safely;
  - All children under twelve (12) years old should remain within six (6) feet of parent/guardian or household unit;
  - Anyone with a disability that makes it difficult to put on, wear or remove a face covering;
  - Anyone consistently interacting with a person who is deaf or hard of hearing and primarily relies on lip reading;
  - Anyone who has been advised by a medical professional not to wear a face covering because of personal health issues;
  - Anyone who has difficulty breathing or is incapacitated.
  - Public safety officers and personnel.

To get the most benefits from a face covering:

- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Do not let others wear your face covering.
- Keep face coverings away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in the appropriate trash receptacles.
- Do not lay your face covering on any surface that may contaminate either the covering or the surface.
- Do not use the face covering if it is damaged or has holes, unless it is the only accessible face covering.