

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, Maryland 21042

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Chief Human Resources

Staff Mask Expectations

TO: All Staff

FROM David Lerner, Chief Human Resources & Professional Development Officer

Wearing a mask is one of the best ways to stop the spread of COVID-19. As more HCPSS staff members are returning to work in-person we want to make sure all are aware of expectations for wearing a mask while engaged in work for HCPSS.

When inside a building all HCPSS staff are expected to wear a mask at all times. The only exceptions to this are the following:

- When a staff member is alone in a room with a closed door, that staff member does not need to wear a mask.
- Staff members who have a diagnosed medical condition that leads to difficulty with breathing.
  - Staff who have a diagnosed medical condition should send an email to [ada\\_coordinator@hcpss.org](mailto:ada_coordinator@hcpss.org) stating that they are requesting permission to not wear a mask while in HCPSS buildings **and** to that email they must attach a signed doctor's note stating that due to a medical condition they have difficulty breathing and can not wear a mask.
- When eating or drinking and at least 6 feet away from any other person.
- If a staff member is interacting with an adult or student who needs to see an individual's mouth in order to communicate, that staff member should contact their supervisor who will request a mask with a clear cover for the mouth area.

When working outside a building HCPSS staff are not required to wear a mask as long as they are able to maintain appropriate social distance (6 feet or more) from other employees and the public. If outside work requires close interaction with others then a mask must be worn.

When a staff member is in a vehicle while working, that employee must wear a mask if there are any other people in the vehicle. If an employee is alone in a vehicle then a mask does not need to be worn.

Masks must be worn according to the following specifications:

- The mask must cover the nostrils and the mouth and the lower portion must cover the chin.
- Reusable masks should be cleaned according to the manufacturer's specifications.
- Disposable masks must be discarded according to the manufacturer's specifications.

HCPSS is providing two reusable masks for all employees. Employees can use these masks or their own, as long as their own mask meets the specifications listed above.

Staff members who do not follow the protocols listed above may be subject to disciplinary action.