



State of Idaho
DIVISION OF HUMAN RESOURCES
Executive Office of the Governor

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Date: April 23, 2020
To: State of Idaho Employees
From: Susan E. Buxton, DHR Administrator
Subject: Cloth Face Coverings – DHR Guidance

Handwritten signature of Susan E. Buxton in cursive.

You may have seen Governor Little's [Idaho Rebounds Guidelines](#) and the guidance from the Centers for Disease Control and Prevention (CDC) regarding the recommendation to wear cloth face coverings. Wearing cloth face coverings is intended to protect people you may come into contact with if you are unable to maintain social distancing. Please remember that wearing the face covering does not replace social distancing. We must continue to maintain a six-foot (6) distance from others wherever possible.

Unless specifically required by CMS or other mandatory guidelines, most state employees are not required, but are encouraged, to wear a cloth face covering at work. Here are some things to keep in mind:

1. Face covering can be made at home out of cloth, a t-shirt, a scarf, etc.
 - [Video Tutorial](#) – U.S. Surgeon General's video about how to make a homemade face covering
 - [How to wear and make face coverings](#) – Center for Disease Control and Prevention (CDC)
2. State employees not working directly with patients do not need to wear a medical grade mask. Health care workers do need to wear certain types of masks because they come in close contact with patients who are infected with COVID-19, and these masks are in short supply. For the general public who are not in close contact with COVID-19 patients, cloth face coverings are recommended and should be used along with social distancing.
3. Maintenance of professional appearance continues to be required in accordance with your agency's dress code policy and to maintain operational safety. For instance, you may not wear a face covering that is excessively large (i.e. no ski masks or motorcycle masks). You may not wear face coverings with inappropriate writing or graphics on them. If you have questions about whether a face mask complies with your dress code policy, contact your agency HR or DHR.
4. Management reserves the right to ask employees to replace their face covering by the next scheduled shift if it is deemed inappropriate or unprofessional. If the face covering is unsafe, the employee may be asked to replace it in cooperation with management.

Please remember that if you have any symptoms, even if they are mild, stay home. For more information about the state of Idaho's response to COVID-19, visit the Governor's [Official Resources for the Novel Coronavirus](#), DHR's [COVID-19 Workforce Guidance](#), and [Idaho Rebounds](#).