To protect you and others around you, everyone is required to wear a mask or face covering when indoors; and outdoors whenever physical distancing is not possible. Follow these protocols each time you come into work:

**Always wash or sanitize your hands before donning a face covering or mask**
Use soap and water and lather for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol.

**Don your mask properly**
- Don the mask by grabbing the elastics or ties.
- Pull the mask over your nose and under your chin.
- Pinch the concealed metal wire to fit the bridge of your nose.

**Store your mask in a sanitary & accessible place**
Put your mask in its own bag or somewhere in your belongings when wearing it is not required. *Keep your mask with you at all times when on campus.*

**Discard or wash your mask as needed**
Discard and replace your mask if it becomes wet, visibly soiled, or damaged. Reusable coverings should be routinely washed depending on the frequency of use.

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