



Face Mask Policy

Date: April 13, 2020

Re: Mold-Rite Plastic Employees

To further protect our team as we continue to operate our production facilities, Mold-Rite has decided to take an additional precaution, requiring all employees to wear face masks while working in our manufacturing facilities. We understand that the current availability of face masks is compromised and we are trying to secure a sufficient supply of masks for all employees. Our current expectation is that a supply of masks will be available early next week.

Until these masks are available, we encourage you to make your own following the CDC guidelines below or improvising with something you have at home. The following restrictions will apply:

- Scarves are not acceptable
- Bandanas will be allowed as long as they do not have long tails that could get caught up in equipment
- All GMP guidelines around cleanliness of masks should be followed
- Beard net must be worn over the facial covering

If you are having difficulty creating a temporary face mask, please see your supervisor.



[CDC Guidelines](#)

How to Wear a Cloth Face Covering



Cloth face coverings should—

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape and should be washed after use
- Upon removal, individuals should be careful not to touch their eyes, nose and mouth when removing their face covering and wash hands immediately after removing

These face coverings are in no way a replacement for social distancing or the increased hygiene policies already enforced.

However, the CDC advises that the use of simple cloth face coverings could slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure. The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.