

PCM – Use of Face Coverings and Masks

Audience: All U.S. employees

Introduction

The CDC is recommending the use of cloth masks in public settings where other social distancing measures are difficult to maintain. This also supports state and local initiatives to increase compliance with Center for Disease Control and Prevention (CDC) Guidelines for helping to stop the spread of the COVID-19 virus.

Key Points

UPS continues to monitor the CDC recommendations and guidelines. The most recent guidance regarding use of face coverings and masks by all personnel is as follows:

- ***The use of face coverings or masks will be required when working in our operations***
- Drivers and employees facing the general public must wear a face covering or mask when facing the general public
- UPS will be providing face masks as needed. However; the CDC has stated that even the use of a simple cloth face covering can help to slow the spread of the virus as well as stop those who may have the virus but not know it from transmitting it to others
- You also have the option of purchasing or making your own face covering or mask
- Face coverings and masks are one small way that you can reduce your risk as well as help protect others
- Employees who cannot wear a mask for medical reasons will be provided a face shield which will be required to be worn. (an exemption form should be completed for this exception)
- UPS also recommends following these additional CDC Guidelines:
 - Wash your hands frequently throughout the day for at least 20 seconds each time
 - Use hand sanitizers when unable to wash your hands
 - Exercising social distancing from others by staying at least six feet (two meters) apart whenever possible.
 - Clean and disinfect surfaces often

Conclusion

UPS will continue to monitor the CDC recommendations and guidelines and adhere to all government regulations for cleanliness, hygiene, and other prevention processes which include to use of masks or face coverings for COVID-19 prevention. If you have any questions about these guidelines, please contact a member of your management team.

Thank you for your efforts to protect yourself and others around you.

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