

Masking and Distancing in Non-Clinical Facilities

This guidance is applicable to employees working in non-clinical facilities.

- Employees in **non-clinical facilities*** must wear a cloth or procedural (disposable) mask at all times in common areas including lobbies, hallways, bathrooms, conference rooms, break rooms and open cubicle clusters.
- **Procedural (disposable) masks are preferred.** If employees choose to wear a cloth mask, they are responsible for proper cleaning of the cloth mask.
- Masks with valves should not be used.
- Masks should be worn during all staff interactions.
- Masks may be removed while sitting alone in offices with doors.
- Staff in open cubicle groups must mask at all times.
- While use of barriers (e.g., plexiglass) is acceptable, these barriers do not replace the need to wear a mask.
- Face shields are not an acceptable substitute for masks but may be used in combination with masks.
- Eye protection is not necessary in non-clinical offices and facilities unless there is direct patient contact.
- In all settings, stay six feet or more away from each other when eating or drinking or at other times you may need to remove your mask.
- If you are having trouble finding space enough to distance appropriately, please speak with your manager to help find a solution.

* Examples of a non-clinical facility include strictly administrative buildings (e.g., IS&T, Commencement Plaza, etc.). No clinical care takes place in these facilities. If clinical care is taking place within the facility (even if the employee is working in a non-clinical office within the clinical facility), please refer to the [Masking Guidance for Clinical Facilities](#).