


# Memorandum



**Date:** December 22, 2021

**To:** Department Directors

**From:** Daniella Levine Cava  
Mayor 

**Subject:** Requiring the Use of Masks at County Facilities

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In response to the recent increase in COVID-19 cases here in Miami-Dade County, fueled by the highly transmissible Omicron variant, I am directing the Internal Services Department (ISD) to implement guidelines to require the use of face masks at County facilities and to coordinate countywide implementation with departments. I am requiring all departments to implement the attached guidelines, effective immediately. Individual departments may exercise discretion in the application of these guidelines as necessary based on operational needs. Any deviations from the attached guidelines should be submitted in writing to ISD.

Together we made incredible progress in curbing the spread of COVID-19. We must continue to do our part to protect ourselves and one another against the recent resurgence of cases. In addition to requiring the use of masks in County facilities, I urge all members of the Miami-Dade County family to get vaccinated and to get a booster shot when eligible, get tested after exposure or if any symptoms appear, and to remain as proactive as possible through the holiday season. I am confident that by staying focused on these common-sense measures that we know prevent the spread, we will continue moving forward and enter the New Year as a stronger community.

If you have any questions or to discuss your department's unique circumstances, please contact Yaime Riveiro, ISD Facilities and Infrastructure Management Division Assistant Director, at [Yaime.Riveiro@miamidade.gov](mailto:Yaime.Riveiro@miamidade.gov).

## Attachment

c: Office of the Mayor Senior Staff  
Alex Muñoz, Director, ISD  
Juan Silva, Acting Assistant Director, ISD

# Face Mask Guidelines for County Facilities

Miami-Dade County  
COVID-19 Pandemic Response



**Internal Services Department**

**December 21, 2021**

The Internal Services Department (ISD) has developed these guidelines with the assistance and support of professional consultants, private industry experts, and air quality consultants in order to serve as a guidance document for ISD managed buildings and County facilities managed by other departments.

**All County employees, building tenants, building maintenance staff, security staff, and visitors must use face coverings at all times while working in or visiting County facilities, regardless of vaccination status.** Individuals are also encouraged to use facial coverings outdoors – especially when in large crowds. The following are only minimum guidelines. Departments such as Aviation, Seaport, Transit, etc. should continue to follow federal guidelines and implement additional measures as necessary. This measure is being re-implemented effective December 21, 2021 per the Miami-Dade County Mayor, Daniella Levine Cava.

## Face Masks and Face Coverings

- Building management staff should require all County facility patrons to use face masks. County employees and visitors, age two and older, must wear face coverings to be granted access regardless of vaccination status.
- Building management staff should have disposable face masks on hand to offer to individuals wishing to gain access to County facilities, but who do not have a facial covering with them. Individuals must not be asked to divulge any information related to their vaccination status.
- Departments can easily purchase masks from ISD Materials Management at <http://s0145200.miamidade.gov/BusinessSupplies/>
- Masks can also be purchased through the below listed County cooperative contracts, amongst others:
  - Contract 4400008468, PUBLIC SAFETY & EMERGENCY EQUIPMENT & SERVICES – managed by Colleen Christie 305-375-5765
  - Contract 121416-WWG-1, PUBLIC SAFETY AND EMERGENCY MANAGEMENT RELATED EQUIPMENT, SUPPLIES, AND SERVICES – managed by Brian Spradley 305-375-4706.
- Depending on the dollar value (up to \$25K), departments can also procure the masks through a small purchase order which are performed at the individual department level.
- Masks and other face coverings should completely cover the nose and mouth and fit snugly against the sides of face without gaps. A face shield alone will not fulfill this requirement.
- Staff must make supervisors aware of any individuals who refuse to comply with face mask guidance. Supervisors may escalate the issue on a case-by-case basis as they deem necessary.

- Masks are NOT a substitute for recommended social distancing practices. Masks must still be worn in addition to recommended social distancing wherever possible, especially when indoors.
- As is the case with any dress code, it is expected that all face masks worn by Miami-Dade County employees are appropriate and represent Miami-Dade County well.

## Other Personal Protective Equipment (PPE)

- Hand sanitizers should be readily available in public spaces and common areas such as lobbies/building entrances, elevator lobbies, reception areas, etc.
- Use of gloves by County employees is optional and should be decided in consideration of any operation with a high volume of public-facing tasks. Frequent hand washing that follows CDC guidelines is equally effective, followed by frequent use of hand sanitizer (with at least 60% alcohol content). Follow CDC guidelines for proper hand washing.

Resource:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

- PPE **must** be properly disposed of inside trash containers found throughout the facility. After removing PPE in accordance with guidelines in **Attachments A and B** staff should wash their hands immediately, adhering to Center for Disease Control and World Health Organization recommendations.
- Departments can easily purchase PPE from ISD Materials Management at <http://s0145200.miamidade.gov/BusinessSupplies/>

## Encourage Social Distancing

- County departments should use floor decals in any area where queuing or gathering may occur to encourage social distancing. County branded floor decals may be ordered from the ISD Print Shop at the link below:  
<https://secure.miamidade.gov/GSADIGITALSTOREFRONT/authenticate.aspx?SI/TEGUID=d8f4d832-cbab-400f-a7b4-14b34aa011fbb>
- Place queuing marks in elevator lobbies to encourage social distancing; consider using stanchions, floor decals, mats, etc. to control elevator traffic. Additional staff to monitor social distancing in case of queuing in elevator lobbies may be required.
- Increase space between furniture and reduce seating in reception and lobby areas, lunchrooms, and conference rooms.

## Signage

- Signage highlighting face mask requirements **must** be posted in all publicly trafficked locations such as parking facilities, building entrances and exits, lobbies, common areas, and tenant spaces including but not limited to:



Signage may be ordered from the ISD Print Shop at the link below:

<https://secure.miamidade.gov/GSADIGITALSTOREFRONT/authenticate.aspx?SITEGUID=d8f4d832-cbab-400f-a7b4-14b34aa011fbb>

- Smaller buildings may need more signage since they are not attended by a security officer to ensure enforcement.
- Additional signs reminding everyone to wear face coverings should be posted at conference rooms and other enclosed spaces.

Attachment A




# SAFETY ALERT

FOR MIAMI-DADE COUNTY DEPARTMENTS (March 26, 2020)

**The Office of Safety is issuing this Safety Alert to provide guidance on the voluntary use of personal protective equipment (PPE).**

**How to put on a face mask**



**The following instructions must be followed each time respirator is worn.**

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Follow the instructions below for the type of mask you are using.
  - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
  - *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mold or pinch the stiff edge to the shape of your nose.
7. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.

**Pull the bottom of the mask over your mouth and chin.**

**How to remove a face mask**



1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. *Face Mask with Ear loops:* Hold both of the ear loops and gently lift and remove the mask.
3. *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. *Face Mask with Bands:* Lift the bottom strap over your head first then pull the top strap over your head.
5. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

**Office of Safety, Risk Management Division, Internal Services Department**  
Phone: 305-876-8000 - <http://intra.miamidade.gov/internalservices/safety-web.asp>



Attachment B



# SAFETY ALERT

FOR MIAMI-DADE COUNTY DEPARTMENTS (March 26, 2020)

**The Office of Safety is issuing this Safety Alert to provide guidance on the voluntary use of personal protective equipment (PPE).**

## PROPER DONNING & DOFFING OF DISPOSABLE GLOVES

Protective gloves are an important piece of safety equipment across a wide range of industries. When donned properly, they help protect workers from exposure to hazardous substances and products and processes from contamination. When doffed correctly, workers help prevent contamination to themselves and their environments. Below are tips on how to don and doff gloves in ways that help ensure worker safety and product integrity.

### How to properly put on your Gloves

HOW TO DON GLOVES



**1** Remove one glove from the package and inspect it to be sure no pinholes or tears are present.



**2** If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.



**3** Insert five fingers into the cuff and pull the cuff over the wrist.



**4** Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.

### How to properly remove gloves

HOW TO DOFF GLOVES



**1** Grasp the outside edge of the glove near the wrist.



**2** Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.



**3** Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.



**4** Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.

Ref: Ansell.com

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