



## **Urgent Memo: Masks are required indoors in Dane County**

**Date:** 07/09/2020

**To:** Porchlight Guests, Residents, and Staff

**From:** Karla Thennes, Executive Director

---

Dane County has issued an order requiring all individuals to wear facemasks indoors.

Per the order, people five years of age and older must wear a face covering that covers their nose and mouth when in public, which includes in businesses, health care settings, waiting in line, and on public transportation. This order goes into effect on July 13, 2020 at 8:00am.

Exceptions are made for certain activities such as eating, but during those activities, 6 feet distancing is required at all times. Some people are also exempted if they have a physical, mental, or developmental condition that prevents them from wearing a mask.

### **What does this mean for Porchlight staff and residents?**

Porchlight staff are required to wear cloth masks indoors anytime they are walking through the office or properties, as well as all instances of speaking in person with guests, residents, or other staff. Masks may only be removed when staff are alone in an office space. Please note that staff who are coming in close contact with guests or residents (e.g. shelter staff, case managers, etc.) are still required to don N-95 or KN-95 masks while working.

Porchlight guests and residents are required to wear cloth masks anytime they are outside of their individual apartment. Guests who are accessing shelter or visiting residents must wear cloth or surgical masks at all times in common areas and when approaching staff or other guests. Guests and residents are also expected to continue practicing physical distancing, maintaining six (6) feet of space between themselves and others.

### **What if I don't have a mask?**

Porchlight staff are provided with personal protective equipment (PPE) appropriate to their job duties. Staff with PPE needs or questions should contact Dawn at (847) 477-2642 or [diselin@porchlightinc.org](mailto:diselin@porchlightinc.org).

Porchlight guests and residents can ask for a cloth mask at any Porchlight shelter or office location, or may connect with a case manager who can secure a cloth mask for them to use. Cloth masks can and should be washed with normal laundry and reused.



## **Enforcement of This Policy**

### **City of Madison's Role**

The City of Madison has established a complaint team that will evaluate the complaints and determine the best way to provide education to individuals and businesses that are noncompliant with the face covering section of the Order. The goal of this team is to ensure that face coverings are worn when required by providing education first before looking towards enforcement. When necessary, enforcement will generally focus on businesses or individuals that despite attempts to educate continue to violate the Order. **If a citation is issued within the City of Madison the ticket amount would be \$376**, if it is issued outside of the City under the County ordinance the ticket amount is \$263.50.

### **Your Role as an Individual**

You should not ask someone why they aren't wearing a mask. It is not your job to intervene if someone isn't wearing a mask. Some people have conditions or circumstances that would make wearing a cloth face covering difficult or dangerous. Your job is to wear your mask and stay six feet away from others.

### **Why it's Important to Wear a Mask**

Masks, also known as cloth face coverings, help prevent the spread of the virus.

- **Your mask protects me, and my mask protects you.** Wearing a cloth face covering will help protect people around you, including those at [higher risk of severe illness](#) from COVID-19 and workers who frequently come into close contact with other people.
- **Masks work best when we all wear them.** Masks are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. The spread of COVID-19 can be reduced when masks are used along with other [preventive measures](#), including [physical distancing](#), frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

### **Mask Discrimination and Equity**

**Not everyone is required to wear a mask.** Some people with disabilities, physical or mental conditions, and very young people (under 5) are not required to wear masks because doing so may cause harm to that person. Federal law requires businesses provide reasonable accommodations to people with disabilities. This may mean providing an alternate form of service to a person with a disability who cannot wear a mask. If you are a person who requires an accommodation, please speak with HR or the manager of the program you are accessing.

### **People wearing masks are doing so to protect themselves and others from COVID-19.**

Assume that someone is wearing a mask to protect themselves. Do not assume that they are wearing a mask to conceal their identity, or because they have COVID-19 and are contagious.