



**This message to all faculty and staff has been approved by Kyle Clark, Vice President for Finance and Administration.**

[Executive Order 20-112](#) does not mandate the use of masks or cloth face coverings. However, the state has recommended that businesses follow the [Centers for Disease Control \(CDC\) guidance](#) to plan, prepare, and respond to COVID-19. Employees who report to campus should continue to practice the [CDC Guidelines for Social Distancing](#). Employees should avoid gathering in groups of 10 or more and refrain from in-person meetings if alternatives for collaboration exist. The use of a face covering is an important preventive measure but is not a substitute for social distancing. In situations where close contact is difficult or unavoidable, such as when moving through shared spaces like hallways and elevators, employees should wear a face covering (cloth or disposable).

Deans, Directors, and Department Heads may mandate the use of face coverings when the nature of the work being performed requires it. If departments do mandate the use of face coverings, they should provide them for the employees who are required to wear them. The Environmental Health & Safety Office has already provided recommended specifications for cloth and disposable face coverings to Procurement to aid in their purchasing.

**The CDC requires that cloth face coverings must:**

- 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

If you are not a healthcare worker, do not request a face mask such as the N95 respirator. N95 respirators require special fit testing and individuals must be screened by a medical professional before use.

Please work with Procurement ([procurement@fsu.edu](mailto:procurement@fsu.edu)) on the purchasing of masks, face coverings or other Personal Protective Equipment.

**Resources**

Please continue to check the [University's Coronavirus Updates](#) page and the [Office of Human Resources' COVID-19 Resources](#) page, as well as [Executive Order 20-112 FAQs](#) page.