

**Frequently Asked Questions & Answers for Wisconsin State Employees  
Regarding the Coronavirus (COVID-19) Pandemic**

This document contains answers to frequently asked questions for state employees and was prepared by the Wisconsin Department of Administration in collaboration with the Wisconsin Department of Health Services. Responses below are in accordance with applicable collective bargaining agreements or state administrative code. If you have additional questions, please ask your supervisor.

The Departments of Corrections, Health Services, and Veterans Affairs may issue additional requirements for their employees, residents, and visitors of congregate living facilities. Additionally, any agency may issue additional requirements, if necessary, to comply with federal regulations. All agency rules or guidance require approval by the Division of Personnel Management Administrator prior to implementation

**Section D: Face Mask Expectations and Usage**

**Updated 02/25/2022**

The Departments of Corrections, Health Services, and Veterans Affairs may issue additional regulations for their employees, residents, and visitors of congregate living facilities. *Note: The term “mask” or “face mask” or “face covering”, etc. may be used throughout this section and should be considered synonymous.*

**For Section D the term vaccinated means the individual has completed the primary series of Pfizer or Moderna or completed the primary series of J&J.**

<p><b>Updated</b> 2/25/2022</p>	<p>1.</p>	<p>Who is required to follow COVID-19 masking requirements?</p>	<p>No restrictions; however, employees may be required to wear a mask based on agency specific regulations or due to scenarios referenced in section B.</p>
<p><b>Updated</b> 02/15/2022</p>	<p>2.</p>	<p>What is considered a face covering?</p>	<p>A face covering should have two or more layers of fabric that completely cover the nose and mouth, fit snugly against the sides of the face, and contain a nose wire to prevent air leaking from the top of the mask. A face covering does not include bandanas, single layer neck gaiters, face shields, goggles, scarves, ski masks, balaclavas, shirt or sweater collars pulled up over the mouth and nose, or masks with slits, exhalation valves, or punctures. <a href="#">See CDC guidelines on masks.</a> <a href="#">Learn how to improve the way your mask fits and functions.</a></p>

<b>Updated</b> 02/25/2022	3.	When is it ok to remove my face masks?	Employees who are required to wear a face mask, are permitted to remove masks outdoors, working or spending time alone in a personal office or workspace with the door closed, operating a vehicle with no passengers, or while eating and drinking.
<b>Updated</b> 02/25/2022	4.	I am not able to wear a mask due to a medical condition, mental health reason, disability, or religious belief. What should I do?	Employees who are required to wear a mask and are unable to wear a mask due to a medical or mental health condition, disability, or religious belief, should contact their human resources representative (e.g., medical, or reasonable accommodation coordinator) to complete a reasonable accommodation request. Employees who need to provide medical documentation will be advised during the process.
<b>Updated</b> 05/28/2021	5.	Can I wear a face shield instead of a face mask?	No. According to the <a href="#">Centers for Disease Control and Prevention</a> , it is not known if face shields provide protection to others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face masks. However, a face shield may be permitted for staff who have difficulty breathing through a mask. In this instance, the employee should discuss their concerns with human resources.
<b>Updated</b> 02/25/2022	6.	Are there any other exceptions to the mask requirement?	No restrictions.
<b>Updated</b> 02/25/2022	7.	If a member of the public is not wearing a mask, can I deny them service?	No.