



CSG Mask Policy

In accordance with CDC recommendations, CSG technicians are authorized to use masks while working in the field as an additional measure to prevent the spread of COVID-19. This does not replace the social distancing or increased hygiene and sanitization requirements that have been implemented and should continue to be followed.

The following procedures should be followed when wearing masks while servicing financial institutions:

Service Requests - Dispatch and NOC will add additional verbiage to service request responses informing customers of the temporary guidelines.

Prior to arrival - CSG Technicians will call ahead to let them know they will be wearing a mask, so the branch personnel are not caught off guard.

Arriving onsite - Do one of the following to identify yourself.

- If the branch has a drive up, present your badge so that they can see you before entering.
- Call from parking lot to let the branch know that you have arrived and will be entering the facility.
- If possible, show your badge and face prior to putting on your mask.

While onsite

- Always wear your badge
- Continue to practice social distancing and increased hygiene procedures.

DIY Masks: A lot of people are making their own masks at home as the CDC is requesting the public not to purchase medical grade equipment so that the supply of medical grade masks is not depleted. Homemade masks are fine to wear on the job but please ensure that they are work appropriate. Just like your uniform, no logos or inappropriate content. **Please avoid bandana's as a mask option.**

Mask Proper and Safe Usage: When putting your mask on, while wearing a mask, or while taking the mask off you should **NEVER** touch the body of the mask. Masks must be kept clean. Do not reuse masks without cleaning them properly. **SEE BELOW FOR PROPER USAGE AND GUIDELINES.**



How to Use a Face Mask

ProjectProtect

In partnership with Intermountain Healthcare,
University of Utah Health and Latter-day Saint Charities

Putting on a mask



1. Ensure you are using a clean mask.
2. Wash hands with soap and water or alcohol-based hand sanitizer before touching mask.



3. Pick up mask by touching ear loops (or ties) only.
4. Avoid touching mask itself.



5. Hold both ear loops and place a loop around each ear.
6. Fit mask around mouth, nose, and chin.

While wearing a mask



- Mask should be either completely on or off; do not wear or rest under chin.
- Never wear mask inside-out.
- Remove mask if soiled or damp; do not reuse a single-use mask.



- Do not touch mask, face, or adjust mask while it is on.
- If you touch mask, wash hands with soap and water or hand sanitizer right away.



- Always follow social distancing and good hygiene practices.

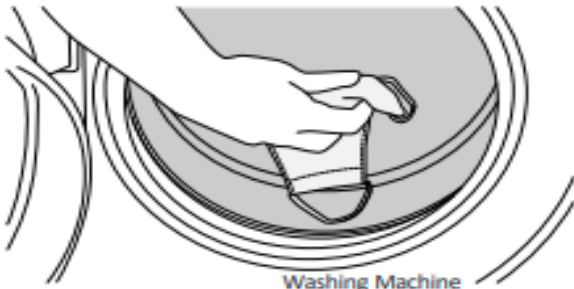


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Cleaning instructions for reusable cloth masks



1. To wash, launder the mask often in your washing machine in HOT water (160°F) using soap or detergent that leaves no residue.
2. Rinse well with fresh water and hang to air-dry.



1. You may choose to disinfect masks by soaking for five minutes in a solution of two tablespoons of bleach per quart (liter) of water or 1/3 cup (80 ml) of bleach per gallon (3.84 liter) of water.
2. Rinse well with fresh water and hang to air-dry.

Below is a link to the CDC proper usage page if you have additional questions not answered in the process listed above.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>



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