

Fitwel Face Covering Protocol



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This document provides project teams with a list of the required elements that must be included in a face covering protocol. Project teams can either use this document as a guide to establish and implement a qualifying protocol or highlight the required sections in existing policies or protocols.

A qualifying protocol for face coverings must include the following:

1. Implementation

- ☐ when implementing the protocol in multi-tenant commercial and residential buildings, the policy must apply to all areas under the control of the building management, including common elevator banks on tenant floors
- ☐ when implementing the protocol in single tenant and commercial interior spaces, the policy must apply to all areas within tenant spaces

2. Execution

Requires execution during a contagious disease outbreak, as defined by the national, regional, and/or local public health authority

3. Utilization

Requires all occupants and visitors to wear face coverings in common spaces.

4. Third Party Utilization

Requires inclusion of protocols for operations, maintenance, engineering staff, and third party contractors that:

- ☐ require face coverings to be worn at all times while on-site.
- ☐ require face coverings to be provided to all operations, maintenance, and engineering staff.
- ☐ require the implementation of **one** of the following:
 - all third party contractors provide face coverings for their staff.
 - face coverings provided for all third party contractors staff, when not provided by third party contractors.

5. Trainings

Requires a training that is provided for operations, maintenance, engineering staff, and third party contractors that:

- ☐ is updated annually.

- ☐ is provided through **one** of the following:
 - in-person training
 - virtual training
 - written instructions
- ☐ is included in training resources that are shared upon first hire.
- ☐ includes instructions on how to properly use face coverings, including proper care, maintenance, storage, and disposal.
- ☐ provides educational language on the health benefits of face covering use.

6. Provision of Educational Materials

Requires the distribution of educational materials that:

- ☐ meet the guidelines provided by the national, regional and/or local public health authority.
- ☐ provide guidance on proper use of face coverings, including proper care, maintenance, storage, and disposal.
- ☐ outline the health benefits of face covering use.

7. Distribution of Educational Materials

Requires mechanisms to share educational materials with occupants of applicable areas based on building and/or space typologies that include **one** of the following:

- ☐ a digital platform, such as a website, digital application, or display screen in common areas.
- ☐ communication material, such as notification emails, newsletters, or signage.