



## Protocol for the Supply of Cloth Face Coverings and Non-Medical Grade Masks

*The Village of River Forest remains committed to providing high-quality, compassionate customer service to its residents and visitors and working to make River Forest a safe place to live, work, and do business during, and after, the COVID-19 pandemic. To be successful in doing so, the Village will adhere to the protocol below to assist the public in creating and obtaining necessary resources to comply with the Executive Orders by President Adduci (effective April 24, 2020) and Governor Pritzker (effective May 1, 2020) which require the use of cloth face coverings:*

- Single-use non-medical grade face masks that are obtained by the Village are reserved for primary use by Village employees and volunteers.
- The Village will identify staff members working in the field who may, from time to time, be provided a small supply of masks that they may distribute to individuals that, based on their sound judgment, they identify as being in need of a mask.
- The Village may, from time to time, provide available masks to Village partners (such as other taxing bodies within River Forest), or assist them in identifying sources to procure masks, so that those partners may carry out their essential tasks in a safe manner.
- The public will continue to be encouraged to make and supply their own cloth face coverings.
  - The Village will continue to utilize its communication channels to educate the public regarding techniques to make washable and reusable cloth face coverings, including no-sew options using household items that are available to most (e.g. bandanas, socks, t-shirts, etc.).
  - Members of the public who are unable to make and supply their own cloth face coverings can contact the Village's volunteers at [rfseniorhelp@gmail.com](mailto:rfseniorhelp@gmail.com) in order to obtain a cloth face covering or assistance in obtaining the materials needed to make a cloth face covering.
  - To the extent that cloth face coverings, or materials needed to make cloth face coverings, are not available, the Village's volunteers may contact the Village to obtain a small supply of single-use non-medical grade face masks to assist residents until a cloth face coverings are available or until the materials needed to make a cloth face covering can be obtained.
  - The Village will continue to dedicate resources as they are needed and available to help replenish the supply of materials to volunteers, including the purchase of materials and/or cloth face coverings.
- Employers are required to provide face coverings to their employees and individuals must wear cloth face coverings when shopping, visiting the doctor, and engaging in other "essential activities".
  - Business owners and operators may refuse admission or service to any person who is not wearing a face covering or maintaining social distancing.
  - They may also use their reasonable best judgment to determine when there may be times where refusing admission or service is inappropriate.
  - Business owners and operators are encouraged to provide a sanitary or disposable face covering to any person without one, if available and appropriate. To that end, business owners and operators should obtain a supply of masks or cloth face coverings that can be made available at the door for customers free of charge, available for purchase, or in exchange for a small charitable donation to an organization of the business's choice.
  - Business owners and operators are also strongly encouraged to provide waste receptacles for the disposal of single-use personal protective equipment such as masks and gloves.
- These protocols will be continually monitored and re-evaluated to ensure that they remain appropriate for the evolution of this pandemic.