



## Memorandum

**To: TPA, TPR, & MMM Employees**  
**From: Human Resources**  
**Date: 7/17/20**  
**Re: Masks Coverings in the Workplace**

---

As COVID-19 cases continue to surge in the U.S., and with reports of an uptick in Maryland, the Centers for Disease Control and Prevention (CDC), and our state and local officials have reiterated the importance of wearing cloth face masks as a simple barrier to contain and to prevent the spread of the virus.

As an essential employer, we are mindful of the on-site/in-person presence that our continued work requires, and as such, we want to make sure we are taking all the necessary precautions to keep our employees and their families safe.

Starting Monday, July 20<sup>th</sup>, we are encouraging and recommending all our employees to wear face masks over their nose and mouth\* when in meeting rooms and other shared indoor public spaces. Employees are not asked to wear them while alone in a private office or in their own cubicle/workstation.

Outdoor workers may prioritize the use of a cloth face covering when in close contact with other people, like during shift meetings, and remove face coverings when social distancing (more than 6 feet apart) is possible.

We feel that recommending and encouraging “masks on” in the workplace during this infectious pandemic is the right thing to do for the safety of employees and visitors. Employees can bring their own preferred face coverings to work. We also have N-95 masks available if needed and have ordered TPA branded cloth face coverings for all staff. The cloth masks should arrive within a couple of weeks. If you have any questions regarding this recommended best practice, please feel free to contact Terry Pusinsky, HR Manager at [tpusinsky@tradepointatlantic.com](mailto:tpusinsky@tradepointatlantic.com)

\*CDC – How to Wear Cloth Face Coverings

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