



## **Voluntary Use of N95 Respirator Agreement: Reach for Resources, Inc.**

In accordance with the Occupational Safety and Health Administration (OSHA) Standard 29 CFR §1910.134, Reach for Resources is committed to protecting the health and safety of employees in the workplace. This document outlines the guidelines and responsibilities for the **voluntary use** of N95 respirators and other face coverings by employees.

### **Overview**

Use of face coverings and respirators in the workplace at Reach for Resources is **strictly voluntary**. The organization does not require employees to wear N95 respirators or other face coverings during work hours, unless specifically required by a program or job-specific hazard assessment. Currently, Reach does not operate in environments where N95 respirators are mandated for protection against airborne contaminants.

Employees who choose to wear **N95 respirators** for personal reasons (e.g., protection from illness, allergens, or irritants) may do so but must comply with OSHA requirements for voluntary respirator use.

### **OSHA Requirements for Voluntary Use of N95 Respirators**

Under 29 CFR §1910.134(c)(2), employers must ensure that:

- The respirator is used **voluntarily**.
- Its use does **not create a hazard** (e.g., interfering with work or causing physical strain).
- Employees receive the information contained in **Appendix D** of the OSHA Respiratory Protection Standard, which outlines safe use of respirators when not required by the employer.
- For N95 respirators that are **filtering facepieces**, medical evaluation and fit testing are **not required** unless the employer mandates their use.

However, if the N95 use becomes **routine or prolonged**, or if there are concerns about the employee's ability to safely wear one, Reach may request medical clearance to ensure safe usage. Employees should contact Human Resources before beginning continual voluntary use of an N95 respirator during work hours.

### **For Other Types of Face Coverings**

No additional approval or medical clearance is required for the use of the following protective items:

- Cloth face masks
- Paper/disposable masks
- FDA-cleared surgical/medical masks
- KN95 masks
- Face shields

These may be worn at any time without formal documentation or HR notification.

### **Employee Acknowledgment**

By signing in Paylocity **or** attesting within STAR Services, I acknowledge the following:

- I understand that **respirator and/or mask use is voluntary** at Reach for Resources, Inc.
- I understand that **N95 respirators**, when worn voluntarily, may pose health risks if not used properly, and I have been informed of my rights and responsibilities under OSHA regulation 29 CFR §1910.134.
- If I choose to regularly wear an **N95 respirator** during working hours, I agree to contact Human Resources (Sofia Hylén, [shylen@reachforresources.org](mailto:shylen@reachforresources.org)) **before beginning use** to review applicable safety training and, if necessary, to complete a medical evaluation.
- I understand that any costs associated with **voluntary medical evaluations** for N95 respirator use will be my own responsibility.
- I confirm that I have been provided with OSHA's **Appendix D: Information for Employees Using Respirators When Not Required Under the Standard (next page)**.

### **Appendix D to OSHA Standard 29 CFR §1910.134**

#### **Information for Employees Using Respirators When Not Required Under the Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the wearer. Sometimes, employees may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your **voluntary use**, or if you bring in your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

#### **You should do the following:**

1. **Read and follow all instructions** provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.

2. **Choose respirators certified for use** to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. **Do not wear your respirator into atmospheres containing contaminants** for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. **Keep track of your respirator** so that you do not mistakenly use someone else's.