



## FACE COVERING REQUIREMENTS AT WORK

JULY 17, 2020

The City has expanded face covering requirements for employees as required by Alameda County and Center for Disease Control (CDC). These requirements work in concert with the continued practice of physical distancing (no closer than 6 feet) and frequent hand washing which, when practiced together, will continue to reduce the spread of COVID-19.

A face covering is defined as a covering made of cloth or other soft permeable material, without holes, that covers the nose, mouth, and surrounding areas of the lower face. Face coverings may not have a one-way valve (an “exhaust valve”), typically a small plastic square or disc on the front or side of the face covering, that is designed to allow easy exhaling. A clear plastic face shield is not a face covering though an employee may wear a face covering and face shield together.

Except as otherwise provided, employees must wear face coverings when working outside their home, including but not limited to:

- Working outside within 30 feet (two car lengths) of anyone
- Inside any City workspace, including in shared office space, even if shared on alternate days, due to the potential of contaminated surfaces on shared equipment: tools, printers, phones, etc.
- When operating a city vehicle

Employees do not need to wear a face covering in the following situations:

- When eating and drinking while maintaining 6-foot distancing
- When stationary outdoors and alone, while maintaining 6-foot distancing, with face covering ready
- When walking or moving outside alone, at least 30 feet away from others, with face covering ready
- When employees work alone in a private office with the door closed, so long as the employee can put on the face covering quickly if someone enters
- When alone in a City vehicle that is permanently assigned to the employee and not shared with other employees
- When Risk Management determines that wearing a face covering while working would create a safety risk to the employee

Supervisors must wear face coverings and must enforce this face covering requirement.

These safety rules are essential to protect the health of City employees and the public. All employees must comply with them. **An employee who fails to comply with these face**

7/16/2020

**covering requirements will receive one direct notice of the requirement (either verbal or in writing) and will be given an immediate opportunity to comply with the requirement. If the employee does not immediately comply, the employee will be sent home and will be required to use vacation or accrued paid leave, other than sick leave or CARES Act leave. If the employee does not comply with the requirement a second time, the City may proceed with termination of employment, without further progressive discipline.** There is zero tolerance for employees who will not adhere to these reasonable and necessary safety requirements. If an employee is unable to comply with this face covering requirement based on a qualifying disability or medical restrictions, they may request an accommodation by contacting their departmental Human Resources representative or Risk Management. Employees may use accrued paid sick leave during the interactive reasonable accommodation process unless the department determines telecommuting is available and appropriate instead of sick leave.

Please see the [Alameda County Health Order](#) for further details.