



**To: All Employees**  
**From: Office of the Mayor**  
**Date: June 17, 2020**  
**Re: Required Use of Cloth Face Coverings**

The Centers for Disease Control and Prevention (CDC) recommend wearing cloth face coverings that cover the wearer's nose and mouth as a measure to slow the spread of COVID-19. Wearing a face covering helps protect other people when the wearer is infectious, including when he/she does not have symptoms of the disease. In May, the City began requiring that all City Hall employees wear face coverings when interacting with others, in common areas, and when social distancing is not possible. Face coverings must also be worn at personal workstations when those workstations are not located at least 6 feet from coworkers.

This memo is to clarify that beginning Monday, June 22, ALL City employees are required to wear a cloth face covering at their workplace any time that they are within a six-foot distance of another employee or member of the public.\* This requirement applies whether the workplace is inside a building or in an outdoor setting, whether the employee is at a stationary workspace or in a space where he/she may encounter other employees or the public, and in hallways, restrooms, and other shared spaces. It also applies to any employee who rides in a vehicle with one or more other people.

As set forth in the City's Occupational Safety and Health Policy, we are committed to providing a safe and healthful workplace to all employees. At this time, requiring employees to wear cloth face coverings is an important way we can ensure that the workplace is safer for everyone. All department heads and supervisors will be required to ensure that employees are following this rule.

As is the case with all safety rules, compliance with this requirement is mandatory. Supervisors should use reminders, education, and warnings as needed to assure compliance with the face covering requirement in this policy, particularly over the next two weeks. Where circumstances warrant it, an employee's failure to comply with this policy may result in progressive discipline as set forth in the Personnel Manual.

Employees who do not own a cloth face covering should request one from their supervisor. Employees who have a health condition that may interfere with their ability to wear a cloth face covering should notify their supervisor, who will refer them to Human Resources.

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\*Applicability of this requirement to sworn police officers and firefighters will be determined according to their internal department protocols. An exception will also apply if an employee is wearing equipment (such as a respirator) that provides a higher level of protection than a cloth face covering.