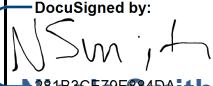




TITLE: <b>Face Covering - Coronavirus Emergency Policy</b>		POLICY: <b>EXE-002-2020:</b>
EFFECTIVE DATE: <b>June 8, 2020</b>	SUPERSEDES: N/A	
DocuSigned by:  <b>Nicola Smith, Mayor</b>		

**APPLICABLE TO:** All City Employees

**EFFECTIVE DATE:**

June 8, 2020, until no longer required by the Governor's Safe Start – Washington Phased Reopening Plan.

**POLICY STATEMENT:**

This policy is intended to help stop the spread of the COVID-19 Coronavirus through wearing facial coverings or masks. Employees are encouraged to telecommute to the maximum amount feasible for their job duties. When in the workplace employees should maintain social distancing of six feet or more. However, there are job duties that require in-person close contact for a prolonged period within the workplace. This policy intends to be in line with the recommendations of the Governor and public health organizations so employees can enjoy a safe work environment at the City with a reduced likelihood of virus transmission in the workplace.

Members of the public conducting City business face-to-face with City employees will be asked to wear a mask.

**FACE COVERINGS POLICY:**

The City is following Governor Jay Inslee's Safe Start Washington Phased Reopening County-By-County Plan regarding face coverings. The plan states: "Beginning June 8, all employees will be required to wear a cloth facial covering, except when working alone in an office, vehicle, or at a job site, or by any individual who is deaf or hard of hearing – or who is communicating with someone – who relies on language cues such as facial markers and expression and mouth movements as a part of communication, or when the job has no in-person interaction."

Cloth face coverings are not a replacement for other types of protective face masks required for employee health and safety regulations, Employees should use appropriate protective masks (e.g. DOSH/OSHA N-95 face masks, half/full face respirators) when required, or directed by your supervisor.

Police Officers in the field should use a face covering when reasonably possible.

Exceptions to use of a face covering may be made when a medical condition or physical disability makes wearing a mask or face covering increase the risk to the employee's health or safety.

#### How-to-Wear Facial Coverings

In accordance with CDC guidelines facial coverings should:

- fit snugly or comfortably against the side of the face;
- cover the nose and mouth
- be secured with ties or ear loops;
- include multiple layers of fabric;
- allow for breathing without restriction; and
- be able to be laundered and machine dried without damage or change to shape.

Employees should wear a mask or facial covering in accordance with CDC guidelines to the best of their ability and avoid touching the covering as much as possible in order to avoid the risk of contamination and transmission. N-95 masks and respirators should only be worn by persons trained and fit tested for their use.

#### Supply

The City will provide 3-5 reusable face coverings to all employees. All employees are responsible to care for their face covering(s) to help the City preserve its supply of PPE related to COVID-19 and reduce the need for replacement masks and/or facial coverings when possible.

Employees may wear facial coverings that they make, and/or purchase on their own that comply with this policy. Employees are encouraged to review CDC guidelines on "how to" make their own mask and ensure that they have followed the CDC's guidelines for face coverings. Face coverings should comply with any City professional workplace standards and must not include offensive or harassing language, messages, depictions, or symbols.

#### Cleaning Facial Coverings.

Facial coverings should be washed frequently, after each use, or at least daily. Employees are responsible for washing their own mask or facial covering. If a facial covering must be re-worn before washing the employee should wash their hands immediately after putting the mask or facial covering back on and avoid touching their face. Facial coverings should be dry before each use.

#### Damaged Facial Coverings

Damaged facial coverings should not be used. This includes any masks or facial coverings that:

- no longer covers the nose and mouth;
- has stretched or damaged ties or straps;

- cannot stay on the employee's face; and/or
- has holes or tears in the fabric.

Damaged masks/facial coverings issued by the city should be reported to a supervisor so they can be replaced and then discarded directly into a trash receptacle. Personal masks that cannot be repaired should also be discarded.

#### Compliance/Enforcement

The City's intends to avoid corrective action and resolve compliance issues related to this policy through coaching and resolving issues collaboratively as they arise. Intentional violation of this policy that puts the health of other employees at risk may lead to disciplinary action under City policy and/or applicable collective bargaining agreement.

Our customers and visitors will be asked to use face coverings and they will be provided with them when using our facilities. If you are unable to maintain a safe situation you may refuse service and request that the person leave. If they refuse to leave, please contact your supervisor and/or follow any emergency protocol you have set up for your work group.

#### Expiration

This policy is effective June 8, 2020 and will expire when face coverings are no longer required by the Governor.