

VILLAGE OF BAYSIDE POLICY: HR010	Title: COVID-19 PANDEMIC FACE COVERING POLICY	
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I. PURPOSE

The Village’s primary objective in issuing work rules and organizational changes related to the COVID-19 pandemic is to maintain the health and safety of our staff members and our community. Based on this and current information from the Centers for Disease Control and Prevention (CDC), the Village has adopted this guidance as a work rule.

The purpose of this policy is to outline the work rule for Village staff to wear face coverings.

II. POLICY

In March, the Village began the implementation of preparedness and response efforts related to the novel coronavirus, or COVID-19. Since the beginning, public health officials and scientists have been gathering information about this new virus to better provide recommendations and guidance to the public. This information has continually evolved as more has been learned about the virus and how the virus is transmitted.

The current guidance from the CDC recommends the wearing of face coverings to slow the spread of COVID-19. Face coverings prevent the person wearing the face covering from spreading respiratory droplets when talking, sneezing, or coughing. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

Village staff must properly wear a face covering when:

- A. inside Village facilities in public, shared, or common areas;
- B. when within six (6) feet of another person in a Village facility, on Village property, in Village equipment, or conducting Village business; or
- C. while on-duty when within six (6) feet of another person in public.

If an employee is alone in their office, cubicle, facility, or equipment and following the above policy sections II. A, B, and C, they may remove their face covering. If the employee leaves their workspace to access a public, shared, common, such as to access a copier, hallway, go the breakroom or bathroom, or for any other reason, they must wear their face covering.

III. REIMBURSEMENT

The Village will either supply an initial mask or provide up to a \$10.00 for reimbursement to employees for the purchase of an acceptable face covering. Employees must submit appropriate

documentation of purchase, such as a receipt, to qualify for reimbursement. The face covering must be a solid black or navy blue in color and following the Village's attire policy. Each employee shall notify their respective department head by Tuesday, July 28, 2020. In the interim, each department head has disposable surgical masks available for use. According to the CDC, face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

IV. PROCEDURES

- A. Face coverings may be removed while the individual is actively eating or drinking but must be replaced once finished.
- B. Face coverings must be routinely washed by the employee using an antibacterial soap or detergent either by hand or using a washing machine.
- C. Employees should practice safe removal of their face covering by not touching their eyes, nose, or mouth when removing their face covering. Employees should wash their hands after removing the face covering.
- D. For employees where a face covering may interfere with their ability to perform the essential functions of their job, a full face transparent safety face shield may be substituted, subject to the prior approval of the respective Department Head and Village Manager.
- E. Please refer to the infographic on the next page for additional information from the CDC about how to safely wear and take off a face covering.
- F. This policy shall become effective Tuesday, July 28 at 12:01 am.