


CITY OF ROANOKE ADMINISTRATIVE PROCEDURES

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| Section: Human Resources | Administrative Procedure 2.33 |
| Effective Date: June 1, 2020 | Replaces: N/A |
| Subject: Establish a uniform wearing of medical masks and face coverings policy for employees during the Coronavirus (COVID-19) pandemic or other potential communicable disease; and to provide guidance on physical distancing. | |
| Issued By: Human Resources |  5/29/2020 |
| Policy: This policy is to address the health and safety of City Employees as a result of the Coronavirus (COVID-19) pandemic and other potential communicable diseases. | |

I. PURPOSE:

This policy creates an orderly manner for the use of masks and face coverings by City employees as a result of the Coronavirus (COVID-19) pandemic and other potential communicable diseases; and for the practice of physical distancing. This policy aligns with guidance provided by the Center for Disease Control (CDC) on the use of masks and face coverings. The goal is to provide protection for City Employees and the public in order to slow the spread of the virus and to help individuals who may have the virus and do not know it from unknowingly transmitting it to others.

II. APPLICABILITY:

This policy applies to all full-time and part-time employees.

III. DEFINITIONS:

Face Coverings: A well-secured cloth (like a bandana or scarf) that covers your mouth and nose.

Medical Masks: More commonly known as **surgical masks**. Mainly used by health care professionals to protect against the spread of airborne infectious diseases, bodily fluids and particulate matter.

Physical Distancing: Physical distancing is also referred to as social distancing. This means keeping space, at least six feet apart, between yourself and other people outside of your home.

IV. POLICY:

A. Wearing of Medical Mask or Face Coverings

1. The City of Roanoke follows the CDC guidance on the use of masks and face coverings.

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2. All City employees are required to wear a medical mask or face covering at all times when:
 - a. Entering any city building to include but not limited to the Noel C. Taylor Municipal Building, Public Works Service Center, Social Services, Libraries, Parks & Recreation Facilities, etc.
 - b. Working outside your immediate workstation such as walking in the hallways to meetings, visiting the restroom, or riding an elevator.
 - c. Congregating with others where physical distancing is not feasible.
 - d. Interacting with the public unless there is a barrier.
 - e. If operating a vehicle the passenger(s) and driver must wear a medical mask or face covering.
 - f. As a result of the unique service provided by our public safety employees, such employees will be exempt from having to wear a medical mask or face covering while in their primary duty space.

3. Employees do not have to wear a medical mask or face covering under the following conditions:
 - a. Working outside and/or traveling alone (masks are optional) **only** if physical distancing can be maintained.
 - b. Interacting with the public when a barrier exists such as plexiglass.
 - c. Working alone in your office or workspace where physical distancing can be maintained.

4. All City employees will be provided with either surgical or cloth issued masks for use. Employees may wear self-procured or home-made cloth masks and face coverings that meet CDC guidelines.

5. Medical-grade masks and personal protective equipment should be reserved for first responders and medical personnel.

6. All contractors and visitors at City buildings will be issued either a surgical or cloth issued masks or may wear their own CDC compliant face covering.

B. Physical Distancing

1. Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19). To practice physical or social distancing employees should:
 - a. Stay at least 6 feet (about 2 arms' length) from other people.
 - b. Do not gather in large groups. Small group gatherings and meetings, where face coverings and physical distancing can be maintained are permissible.
 - c. Stay out of crowded places and avoid mass gatherings.

2. If physical distancing of 6 feet from every other person cannot be maintained while outdoors, a face mask is required.