

CITY OF ROANOKE ADMINISTRATIVE PROCEDURES

Section: Human Resources	Administrative Procedure 2.33
Effective Date: August 6, 2021	Replaces: June 15, 2021
Subject: Establish a uniform wearing of 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	
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; and in accordance with 16VAC25-220, Emergency Temporary Standard Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19 is a regulation as adopted by the Safety and Health Codes Board on July 15, 2020 under the Virginia Occupational Safety and Health (“VOSH”) Program and Virginia Department of Labor and Industry (“DOLI”). The policy was updated from the Emergency Temporary Standard to the Final Permanent Standard by Virginia Occupational Safety and Health (“VOSH”) Program and Virginia Department of Labor and Industry (“DOLI”) effective January 27, 2021. This policy was updated to reflect Virginia Governor’s Executive Order No. 79.

II. **APPLICABILITY:**

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

III. **DEFINITIONS:**

Disinfecting: Means using chemicals approved for use against SARS-CoV-2 virus, for example EPA-registered disinfectants, or non-EPA-registered disinfectants that otherwise meet the EPA criteria for use against SARS-CoV-2 virus, to kill germs on surfaces. The process of disinfecting does not necessarily clean dirty surfaces or remove germs, but killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Face Coverings: An item made of two or more layers of washable, breathable fabric that fits snugly against the sides of the face without any gaps, completely covering the nose and mouth and fitting securely under the chin. Neck gaiters made of two or more layers of washable, breathable fabric, or folded to make two such layers are considered acceptable

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face coverings. Face coverings shall not have exhalation valves or vents, which allow virus particles to escape, and shall not be made of material that makes it hard to breathe, such as vinyl. A face covering is not a surgical/medical procedure mask or respirator.

Face Shield: A form of personal protective equipment made of transparent, impermeable materials primarily used for eye protection from droplets or splashes for the person wearing it. A face shield is not a substitute for a face covering, surgical/medical procedure mask, or respirator.

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.

Minimal occupational contact: No or very limited, brief, and infrequent contact with employees or other persons at the place of employment. Examples include, but are not limited to, remote work (i.e., those working from home); employees with no more than brief contact with others inside six feet (e.g., passing another person in a hallway that does not allow physical distancing of six feet); health care employees providing only telemedicine services; a long distance truck driver.

Physical Distancing: Also referred to as "social distancing" means a person keeping space between himself and other persons while conducting work-related activities inside and outside of the physical establishment by staying at least six feet from other persons. Physical separation of an employee from other employees or persons by a permanent, solid floor to ceiling wall (e.g., an office setting) constitutes one form of physical distancing from an employee or other person stationed on the other side of the wall, provided that six feet of travel distance is maintained from others around the edges or sides of the wall as well.

IV. POLICY:

A. Wearing of Medical Mask or Face Coverings

1. The City of Roanoke follows the CDC guidance and VOSH guidelines on the use of masks and face coverings and adheres to the Virginia Governor's Executive Order No. 79.
2. All City employees must wear a mask.
3. 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, Police Department, Police Academy, Sheriff's Office and Jail, Fire-EMS Department and Fire Stations, etc.
 - b. Working outside your immediate workstation such as walking in the hallways

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- to meetings, visiting the restroom, riding an elevator, indoor setting, work space, and common areas shared by others. This includes employees who staff department reception areas and interact with external and internal customers.
- c. Congregating with others where physical distancing is not feasible.
 - d. If operating a vehicle the passenger(s) and driver must wear a medical mask or face covering. When multiple employees are occupying a vehicle for work purposes, employers shall use the hierarchy of hazard controls to mitigate the hazards associated with SARS-CoV-2 and COVID-19 to prevent employee exposures in the following order:
 - i. Eliminate the need for employees to share work vehicles and arrange for alternative means for additional employees to travel to work sites.
 - ii. Provide access to fresh air ventilation (e.g., windows). Do not recirculate cabin air.
 - iii. When physical distancing cannot be maintained, establish procedures to maximize separation between employees during travel (e.g., setting occupancy limits, sitting in alternate seats, etc.).
 - iv. When employees must share work vehicles because no other alternatives are available, employees shall be provided with respiratory protection, such as an N95 filtering face piece respirator.
 - e. Until adequate supplies of respiratory protection and/or personal protective equipment become readily available for non-medical and non-first responder employers and employees, the city shall provide and employees shall wear face coverings while occupying a work vehicle with other employees or persons.
4. All City employees who are unvaccinated or fully vaccinated 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. Working alone in your office or workspace where physical distancing can be maintained.
 5. 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.
 6. Medical-grade masks and personal protective equipment should be reserved for first responders and medical personnel.
 6. Face shields are not considered a substitute for face coverings as a method of source control and not used as a replacement for face coverings among people without medical contraindications, face shields may provide some level of protection against contact with respiratory droplets. In situations where a face covering cannot be worn

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due to medical contraindications, the City shall provide and employees shall wear either:

- a. A face shield that wraps around the sides of the wearer's face and extends below the chin; or
- b. A hooded face shield.

To the extent feasible, employees wearing face shields in accordance with this subsection shall observe physical distancing requirements.

Face shield wearers shall wash their hands before and after removing the face shield and avoid touching their eyes, nose, and mouth when removing it.

Disposable face shields shall only be worn for a single use and disposed of according to manufacturer instructions.

Reusable face shields shall be cleaned and disinfected after each use according to manufacturer instructions.

7. 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.
8. City employees who require an exemption/accommodation may be granted such accommodation upon the presentation of appropriate medical documentation.

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.