



DEPARTMENT OF HUMAN RESOURCES

Noel C. Taylor Municipal Building
215 Church Avenue, SW, Room 212
Roanoke, Virginia 24011-1519

Date: August 5, 2021
To: City of Roanoke Employees
From: Angelia Vernon, Director of Human Resources
SUBJECT: **Mandatory Mask Wearing**

Regrettably, COVID-19 cases are on the rise nationwide and within the Commonwealth of Virginia. As a result of our current COVID situation in our community and based on guidance from our local Health District, it is necessary that we return to mandatory mask wearing.

Effective Friday, August 6, all employees regardless of vaccination status must wear a mask.

As we return to mandatory mask wearing, Administrative Procedure 2.33 “Wearing of Medical Masks and Face Coverings” is being reinstated and states the following.

All City employees are required to wear a medical mask or face covering at all times when:

- 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.
- Working outside your immediate workstation such as walking in the hallways to meetings, visiting the restroom, or riding an elevator.
- Congregating with others where physical distancing is not feasible.
- Interacting with the public unless there is a barrier.
- If operating a vehicle the passenger(s) and driver must wear a medical mask or face covering.

Employees do not have to wear a medical mask or face covering under the following conditions:

- Working outside and/or traveling alone (masks are optional) **only** if physical distancing can be maintained.
- Interacting with the public when a barrier exists such as plexiglass.
- Working alone in your office or workspace where physical distancing can be maintained.

The mask wearing policy is not a requirement for external visitors or guests as the city will adhere to the requirements from the Virginia Governor or Virginia Department of Health and will monitor for any changes. Currently, the governor has recommended mask wearing for indoors but advised it is not a requirement. We will continue to make masks available to our external visitors and will encourage mask wearing.

Vaccinations continue to be an important tool in our ability to combat the virus and reduce the risk of infection and transmission. For your safety and for the protection of our employees and their families, we encourage vaccinations if you are able and have not been vaccinated.

For more information on how individuals over the age of 12 can schedule a vaccination appointment by visiting vaccinate.virginia.gov or calling 877-VAX-IN-VA (877-829-4682, TTY users call 7-1-1).

The City of Roanoke will continue to work closely with our local health district and follow the professional medical guidance given to us as we work to maintain safe working conditions for all employees. We appreciate your responsiveness to this immediate action.

If you have questions or require assistance, please do not hesitate to contact the Department of Human Resources at 540-853-2231.