

## Temporary Policy and Procedure COVID-19 Masks/Face Coverings

1. PURPOSE: The City of Edmonds remains committed to providing essential services while ensuring the safety of our workforce during the COVID-19 emergency. All employees will be asked to wear a mask or facial covering while performing City Business in accordance with the policy and procedures outlined in this document.

The purpose of this policy is to help stop the spread of the virus through wearing mask or facial coverings in accordance with the recommendations of public health organizations so employees can get back to work in a manner that they are used to.

2. ORGANIZATIONS AFFECTED: All department/divisions. Employees should also refer to any individual department protocols regarding masks/face coverings
3. REFERENCES: Washington State Governor's Stay Home - Stay Healthy Order, DOSH Directive 1.70 General Coronavirus Prevention Under Stay Home - Stay Healthy Order, Center for Disease Control (CDC) Guidelines, L&I Guidance on Mask Wearing Exemptions.

4. DEFINITIONS:

- A **face covering** is a piece of material or cloth made of common textiles such as cotton, silk, and lined, that are worn over the mouth and nose. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels. face coverings can be secured with ties, ear loops or other retention device. They can also be secured by being wrapped or tied around the back of the head and upper neck area.
- A **cloth face mask** is a form of face covering that is made of common textiles, usually cotton, worn over the mouth and nose. Cloth face masks are usually secured with ties, ear loops or other retention device.
- A **surgical mask** is a mask made of unwoven fabric intended to be worn by health professionals over the mouth and nose during healthcare related procedures. Surgical masks are usually secured with ties, ear loops or other retention device.
- An **N95 mask** is a respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. *N95 masks are not covered under this policy.* Any employee directed or required to wear an N95 mask must follow appropriate guidelines and use requirements.

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5. POLICY: Employees are required to wear a facial covering or mask when performing City business, regardless of vaccination status, with the following exceptions:

- When following proper donning and doffing protocol when eating or drinking.
- When working alone in their enclosed work station (office or cubicle) when no other individual is present in the same work station.
- While driving alone in a vehicle.
- While working outside alone and while being able to maintain 6 feet social distance from anyone.
- For medical reasons
  - Employees should notify their supervisor as soon as possible and contact HR to discuss accommodation of medical issues that impact the ability to wear a mask or face covering.
    - Medical reasons can include things such as:
      - a physical disability preventing the employee from wearing a mask;
      - any deaf employee who used facial and mouth movements to communicate; and
      - any employee who has been advised by a medical professional that wearing a mask or facial covering may pose a risk to that individual.
- For other operational related reasons specific to providing services or work required of the employee's position as provided in department specific protocols or public health recommendations.

Even with a facial covering or mask, employees should maintain social distancing of 6-feet or more outside of short and infrequent interactions.

Additional information and training will be provided to employees as necessary. For information or questions about facial coverings and masks employees should contact their supervisor, or the Human Resources Department.

6. PROCEDURES:

- A. How-to-Wear Masks or Face Coverings. In accordance with CDC guidelines mask or face coverings should:
- fit snugly or comfortably against the side of the face;

- be secured with ties or ear loops;
- include multiple layers of fabric;
- allow for breathing without restriction; and

Employees shall put on and wear a mask or face covering in accordance with CDC guidelines to the best of their ability and avoid touching the mask or face covering as much as possible in order to avoid the risk of contamination and self-inoculation.

B. Cleaning Masks or Face Coverings. Face coverings and masks should be cleaned at least daily. Cloth facial coverings or masks should be laundered. Surgical masks should be cleaned in accordance with public health guidelines and recommendations. Employees are responsible for cleaning their own face covering or mask. If a face covering or mask must be re-worn before cleaning the employee should wash their hands or at least utilize hand sanitizer immediately after putting the face covering or mask back on and avoid touching their face. face coverings and masks should be dry before each use.

C. Damaged Masks or Face coverings. Damaged masks or face coverings should be removed from service. This includes any masks or face coverings that:

- no longer covers the nose and mouth;
- have stretched or damaged ties or straps;
- cannot stay on the employee's face; and/or
- have holes or tears in the fabric.

Damaged masks/face coverings shall be discarded directly into a trash receptacle.

D. Mask Supply. It is the City's intent to provide a mask to all employees. If an employee does not have a mask they should contact their supervisor. In the event that distribution to all employees is not possible, employees in positions that have higher risk job functions will be prioritized. Any inability to provide a mask to everyone does not excuse employees from the responsibility to fully comply with this policy.

All employees are responsible for helping the City preserve its supply of PPE related to COVID-19 by properly caring for their face covering or mask in order to reduce the need for replacements. This does not mean that employees should wear masks or face coverings that are no longer effective.

Employees are allowed to make and/or wear their own masks or face coverings that comply with this policy. Employees are encouraged to review CDC guidelines on "how to" make their own mask. Self-made coverings shall

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comply with any City professional workplace standards and follow the CDC's guidelines.

- E. Lack of Compliance. It is the City's intent to avoid corrective action and resolve compliance issues related to this policy through coaching and resolving issues collaboratively as they arise. We are all doing our best during this unusual time. Continued violations of this policy may lead to an employee being sent home. If this occurs the employee will be required to use leave in accordance with City policies or the relevant collective bargaining agreement. Intentional violation of this policy that puts the public health of other employees at risk may lead to further disciplinary action up to and including termination.
- F. Duration. This policy is effective June 1, 2020 and will end upon the decision of the Mayor.
- G. Exemption. Employees who are fully vaccinated may request to be exempted from wearing a mask or face covering **when working outdoors in groups**. Employees must complete a Mask Waiver Request form and submit the form along with appropriate documentation to Human Resources for approval

**Employees who are exempted from wearing a mask outdoors must have a mask on them at all times and must wear the mask when interacting with members of the public if 6 feet of distance cannot be maintained and when entering City buildings.**

**Employees who are not approved must continue to wear a mask or face covering when working outdoors except for the exceptions cited in section 5 of this policy.**