



Dec. 7, 2020

Memorandum

To: All City Staff
From: Scott Chadwick, City Manager
Re: **CITYWIDE FACE COVERING POLICY**

This memorandum supersedes the Citywide Face Covering Policy memo dated July 2, 2020. Face coverings are tightly woven fabric or non-woven material with no visible holes that cover the nose and mouth. Face shields are not replacements for face coverings but may be worn with face coverings for additional protection.

Face coverings are required to be carried by City of Carlsbad employees, contractors and volunteers at all times and used when indoors, when outdoors and less than six feet away from another person, and where required by current county and state health orders, including:

- In any public space, even if members of the public are not present (a public space is any indoor space the public has access to, such as a community center, City Hall lobby and public service counters)
- Walking in or walking through common areas such as hallways, stairways, elevators, kitchen/break rooms
- Working in any space where food is prepared or packaged for distribution to others
- Indoors when in an office or any room where others are present
- Outdoors, if you can't stay at least 6 feet away from others
- Driving any city vehicle when others are present

Face coverings are not required in these instances:

- When alone in a room
- When eating or drinking provided you are at least 6 feet from another person and outside air supply to the area, if indoors, has been maximized to the extent possible
- If you are hearing-impaired or communicating with a hearing-impaired person, where the ability to see the mouth is essential for communication (maintain 6 foot distance)
- If you are wearing respiratory protection in accordance with Cal-OSHA safety orders (face coverings are not respiratory protective equipment)
- If you are performing specific tasks which cannot feasibly be performed with a face covering, but only for the time the tasks are actually being performed and you are at least six feet away from all other persons unless you are tested at least twice weekly for COVID-19



Risk Management

1635 Faraday Ave. | Carlsbad, CA 92008 | 760-602-2470 | 760-602-8555 fax | www.carlsbadca.gov

- If you have a physical, mental or developmental disability preventing the use of a face covering*
 - If your condition permits it, you should wear a non-restrictive alternative, such as a face shield with a drape on it
 - Any employee who for any reason is not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, must stay at least six feet apart from all other persons unless the employee is tested at least twice weekly for COVID-19
- Testing may not be used as an alternative to face coverings when face coverings are otherwise required by this policy.

* Please contact HR if you cannot wear a face covering and require an accommodation.

If you remove your face covering for any of the approved reasons above, you must put it back on as soon as you can to reduce risk of infection. Nothing in this policy is intended to prevent you from wearing a face covering when not required by this policy as long as the face covering does not create a safety hazard, such as interfering with the safe operation of equipment. Face coverings remain strongly encouraged even when not required.

Where to get face coverings

Employees may wear their own face covering, provided it is freshly washed, or one supplied by their department. All face coverings must fully cover the nose and mouth and present a professional appearance.

City departments are responsible for supplying face coverings for their department employees who request them.

Face mask maintenance

Store face masks when not in use in a clean container labeled with the user's name, and dispose of it in the trash if damp, soiled, difficult to breathe through, damaged or at the end of use. Face coverings cannot be shared from person to person.

Use instructions

Before putting on a face covering, staff are to clean their hands with soap and water. Secure the face mask on the face maximizing coverage and minimizing gaps. Avoid touching the covering while using it; if touched, clean hands with soap and water. Remove the face mask by handling the loops (do not touch the front or back of the covering); and clean hands with soap and water. If soap and water are not available, alcohol-based hand sanitizer is an acceptable alternative.

Do not put your fingers inside the covering when donning or adjusting it.

Face Covering Policy

Dec. 7, 2020

Page 3

The use of a face mask is not intended as a substitute for physical distancing or handwashing, which have shown to be the most effective way to prevent spread of COVID-19.

If you have questions about this policy or would like to request a reasonable accommodation, please contact Human Resources.

Thank you for doing your part to keep our workforce and the community safe and healthy.