



<b>SUBJECT</b> Face Coverings During Declared Pandemic		<b>APPLIES TO</b> City Employees	
<b>EFFECTIVE DATE</b> June 30, 2020	<b>REVISED DATE</b>		<b>NEXT REVIEW DATE</b>
<b>APPROVED BY</b> City Manager		<b>TOTAL PAGES</b> 3	<b>POLICY NUMBER</b> 131

1.0 **Purpose**

To protect its employees, volunteers, and the general public, the City of Lawrence establishes this policy, requiring that City of Lawrence employees wear face covers during viral pandemics or other pandemics as declared by the World Health Organization (WHO), the Centers for Disease Control (CDC), the Kansas Department of Health and Environment (KDHE), the Lawrence-Douglas County Public Health (LDCPH) , or other health agencies.

2.0 **Procedure**

During declared pandemics, the WHO, CDC and the state/local health authorities may acknowledge community-spread of communicable diseases and issue attendant precautions. As part of those precautions, the City of Lawrence, as an employer, may require employees to wear Personal Protective Equipment (PPE), including face coverings. The intent of the PPE is to assist in taking measures to reduce transmission among employees, to maintain healthy business operations, and to maintain a healthy work environment for all employees.

All employees while on duty are required to wear a clean face covering any time they are, or will be, in direct contact with other people, in public or private spaces, and where it is not possible to maintain social distancing (more than six feet apart from another individual) or where recommended social distancing practices are not being followed. While wearing the face covering, it is still essential to maintain social distancing insofar as possible. *All City of Lawrence employees must have a face cover readily available at all times while working.*

If an employee is unable to wear a face cover, then such employee must inform such employee’s supervisor, so that Risk Management can be contacted to explore, discuss, and consider alternative safety options.

The City of Lawrence will purchase and issue face coverings for all employees. Employees may also use their own personal face cover. Acceptable, reusable face covering options include cloth or disposable masks, bandanas, neck gaiters, homemade face coverings, and face shields. A face covering is a material that covers completely the nose and mouth. Employees should clean the face cover appropriately according to CDC recommendations. If an employee is wearing a disposable face cover for the majority of the day, then the disposable face cover should be discarded at the end of the shift and a new one obtained at the start of the next shift.

When entering a City building, employees are required to wear a face covering until alone in an office or alone at an assigned workstation.

The table below provides more guidance on expectations regarding when employees should wear face coverings:

Working with the public/customers	A face cover must be worn when an employee is working or speaking with a member of the public to the greatest extent possible, even if the employee can maintain social distancing.*
Desk/Office Area	If employees share an office and cannot socially distance, then they must wear a face cover in the office at all times. If the employee has a private office or a cubicle that maintains social distancing, then that employee must have a face cover readily available. If someone comes into the office, the employee must put on a face cover.
Conference/Meeting Rooms – public or private	Virtual meetings are recommended and encouraged. If an in-person meeting is required, then individuals must socially distance. If an employee cannot socially distance from others, then the employee must wear a face cover at the meeting. If a person is uncomfortable and would like face covers to be worn, then the City asks that employees support the request during that time and wear appropriate face covers.
Common Areas	A face cover must be worn in all common areas, <i>e.g.</i> , breakrooms, copier areas, temperature taking station, locker rooms, gas station, lobbies, restrooms, and hallways, except when one is eating or drinking.
Non- City Facilities- public or private	Employees conducting city business at non-city facilities, <i>e.g.</i> , the post office, hardware store, hospital, or at other governmental agencies, must wear a face cover while on duty.
Vehicles, single individual	If an employee is driving in a vehicle alone, then the employee is not required to wear a face cover but must have the face cover readily available at all times. Employees must wear their face covers prior to exiting the vehicle and entering a public setting.
Vehicles, with another person	Employees must wear a face cover when in a vehicle conducting City business with another employee.
Working outside, – alone and not around the public	If working outside, alone, and not near the public (examples include but are not limited to mowing, chalking fields, and painting) employees are not required to wear a face cover, but must have it readily available to put on if another employee or member of the public approaches.
Working outside, around other employees or public	If working outside with others or within an area near the public, <i>i.e.</i> , within 6 feet) employees must wear a face cover at all times.

Violation of this policy by a City employee may result in disciplinary action.

\*Police and Fire-Medical: It is understood that there may be times when an emergent, dynamic situation arises that requires immediate attention. The City recognizes that it may be problematic to divide one's attention between the situation and the application of a face cover, radio, body-worn camera, *etc.*



Questions should be directed to the City's Risk Management Office.