



POLICY

COVID-19 Masks & Face Coverings

I. Purpose

The Beaverton community has experienced a significant increase in confirmed cases of COVID-19 and the rise of the COVID-19 Delta variant. These and other COVID-19 policies are intended to protect all individuals while indoors at City facilities. Departments may also issue work rules and directives consistent with this policy.

This policy is consistent with OR-OSHA's Rule Addressing COVID-19 Workplace Risks ("OSHA Workplace Rules"), which permits organizations to issue mask mandates to promote and protect the health of its workforce.

The requirements contained in this policy to wear a face covering or mask are in addition to maintaining a six-foot distance from others and practicing effective hand hygiene. As the public health crisis continues, new information may emerge. This policy is subject to change at any time and does not create any practice or precedent on the part of the City.

Should state and federal law be adopted which imposes greater requirements, the City shall default to those.

II. Scope

This policy applies to all indoor City facilities, workplaces, or other premises operated by the City. Note: This policy does not apply outdoors.

Individuals covered by this policy include public officials and all employees, part-time workers, temporary staff, volunteers, interns, public officials, contractors, etc. of the City (to be collectively referred to in this policy as "City employees"). This policy also applies to any visitors, such as community members, customers, or local businesses, to the City's facilities, workplaces, or other premises. This policy applies irrespective of vaccination status.

This policy applies effective immediately until rescinded by the City Manager.

III. Definitions

Face Covering:

Face covering means a cloth, paper or disposable face covering that covers the mouth and nose and that rests snugly above the nose, below the mouth, and on the sides of the face. It

is intended to reduce the likelihood of spreading the virus. Face coverings are distinct from face masks, which are medical grade quality. In order for a face covering to be considered approved, it must meet the Oregon Health Authority's (OHA) guidance for an acceptable mask or face covering and comply with this policy and any department work rules regarding face coverings. More information is available here: <https://govstatus.egov.com/or-oha-face-coverings>.

Face Shield:

Face shield means a clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face. Use of a face shield alone should be limited to only those situations when wearing a mask for face covering is not feasible, such as when speaking to an audience or the person has a medical condition which prevents them from wearing a mask or face covering.

Mask:

Mask means a medical grade mask.

Personal Protective Equipment (PPE):

Personal protective equipment (PPE) is equipment worn to minimize exposure to hazards that cause workplace injuries and illnesses.

Private Individual Workspace:

Private individual workspace means an indoor space within a public or private workplace used for work by one individual at a time that is enclosed on all sides with walls from floor to ceiling and with a closed door. Cubicles do not meet the definition of a private individual workspace.

IV. Policy

To ensure the health and safety of everyone, the following shall serve as guidelines for all (fully vaccinated or not) who access City facilities, workplaces or other premises operated by the City (collectively referred to as City facilities). This policy only applies indoors and does not apply while outdoors.

A. Visitors

Visitors (such as community members, customers, and local businesses) are required to have approved face coverings or masks to enter any City facility, except as identified below in section IV.C.

Visitors should limit their use of a face shield alone to only those situations when wearing a mask or face covering is not feasible.

B. Public Officials, Employees & Contractors

Public officials and City employees (including part-time workers, temporary staff, volunteers, interns, contractors, etc.) are required to wear approved face coverings or masks at all times while inside City facilities, except as identified below in section IV.C. Approved face coverings or masks are also required to be worn when more than one persons covered by this policy are traveling together in a vehicle on City business. City public officials and employees are required to have a mask or approved face covering with them at all times.

Employees may fabricate and wear their own face coverings if they follow [OHA's guidance for face coverings](#) as it pertains to construction, recommended fabrics, use and cleaning. (See also Appendix 1) Fabric designs should be appropriate for the workplace, and must adhere to all employment policies including the City's Policy Against Harassment, Bullying & Retaliation and department work rules.

Public officials and City employees should limit their use of a face shield alone to only those situations when wearing a mask or face covering is not feasible.

Employees seeking accommodation from wearing a mask or face covering should contact Human Resources. While reasonable accommodation for those unable to wear a mask, or face covering, must be provided under applicable state and federal laws, such an accommodation does not include simply exempting individuals from the requirement to wear masks or face coverings.

Contractors must meet or exceed mask and face covering requirements specific to site operations and share health and safety protocols with their workers. City managers and supervisors responsible for the site must ensure third party contractors are complying with this policy.

C. Approved face coverings or masks are not required to be worn at City facilities when:

- A visitor is under the age of 5 years old; or
- Other types of respiratory protection are required (See PPE below); or
- When eating or drinking and a six-foot distance from others can be maintained; or
- Working inside a private individual workspace with the door closed; or
- It is necessary to briefly remove the mask or face covering because the wearer's identity needs to be confirmed by visual comparison, such as if interacting with law enforcement.

V. ROLES & RESPONSIBILITIES

Employees:

- Follow procedures outlined in this policy and any department work rules and directives.
- Contact supervisor or the department's designated safety representative with concerns or to report any observed violation of this policy.
- Communicate ways that may improve relevant processes and procedures with direct supervisor.

Supervisors:

- Ensure each employee is issued two (2) reusable face coverings at the time of employment or upon return from working remotely. (If needed, additional face coverings for employees are available through Human Resources.)
- Ensure employees have proper resources and training to abide by guidelines
- Ensure required signage (if any) is posted at work areas.
- Regularly check in with employees to understand and address any issues that may arise regarding this policy.
- Inform department head or their designee if any issues arise regarding inadequate PPE

- or face coverings.
- Provide required usage rates, inventories and other required reports and communications as requested.
- Ensure PPE and face coverings are used appropriately.
- Ensure employees understand whistleblower protections and the City's commitment against retaliation for making a complaint or identifying concerns.
- Disposable and reusable face coverings for visitors and customers are also available from HR or Emergency Management.
- KN95 masks are available for staff who have to work closely with visitors who are unable to wear face coverings
- A limited supply of face shields are available through HR for visitors and staff who are unable to wear face coverings in general or for dealing with a customers who have hearing disabilities.

Department Heads:

- Ensure implementation, communication of and adherence of policy with all direct reports.
- Ensure required and necessary materials are provided and available to conduct daily operations within the parameters of this policy.
- Scale back operations and/or occupancy if PPE and face covering inventory drop below the minimum threshold established by the site.
- Respond effectively to infractions of this policy to reduce future risk and create a safer workplace.

Facilities:

- Coordinate inventory and related activities of supplies of PPE for all facilities and work sites including the reallocation of supplies from one operational area to another as required to maintain identified, critical and priority functions of the organization.
- Ensure that all common areas, shared equipment, and high-touch surfaces used by employee or the public are regularly cleaned and sanitized in accordance with the OSHA Rules.

Risk Management & Human Resources:

- Work in coordination to develop resources, training and communication materials as required to support implementation and compliance of this policy.
- Update guidance for PPE and approved face coverings as required.
- Evaluate and resolve requests for accommodation to requirement for wearing a mask or an approved face covering consistent with state and federal law. (HR only)

Emergency Management:

- Maintain a supply of disposable and reusable face coverings/masks/face shields that can be used for employees, volunteers and visitors. (These will be provided to departments upon request.)

REFERENCES

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

OHA Masks Requirement

<https://govstatus.egov.com/or-oha-face-coverings>

APPROVED BY THE CITY MANAGER:

_____  _____
KUR: _____

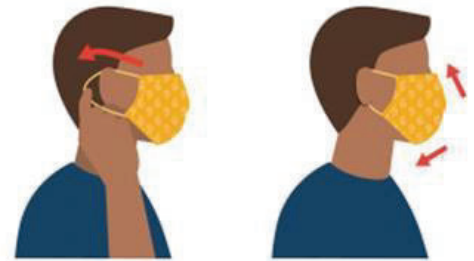
EFFECTIVE: 7/29/21

APPENDIX 1

Wear your Face Covering Correctly

Before and after handling the mask, either wash your hands or use hand sanitizer. Put it over your nose and mouth and secure it under your chin. To be most effective, cloth face coverings should:

- fit snugly but comfortably against the side of the face
- cover the mouth and nose
- be secured with ties or ear loops
- allow for breathing without restriction



How to clean your reusable Face Covering

According to the Centers for Disease Control (CDC), face coverings “should be routinely washed depending on the frequency of use.” In the absence of more specific CDC guidelines, the Mayo Clinic recommends that cloth face coverings be washed after every day of use.

Washing machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Washing by hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

How to dry your Face Covering

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.

Air dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.