



## CITY OF AKRON MANDATORY FACE COVERINGS POLICY

### I. Policy Introduction

The following mandatory face coverings policy applies to all City of Akron employees and any person performing services on City property, unless an exemption applies. This policy is intended to comply with the Center for Disease Control (CDC), Ohio Department of Public Health, and Summit County Department of Public Health requirements to protect the well-being of the City's employees and members of the public visiting City buildings, facilities, or property ("Property").

Face coverings are recommended by the CDC to slow the spread of COVID-19 and help people who may have the virus and are not experiencing symptoms from transmitting it to others. Face coverings are to be worn in addition to practicing social distancing (staying at least 6 feet away from other people).

This policy provides guidance as to when, and under what circumstances, employees, contractors and vendors are required to wear "Face Coverings," as defined in greater detail below, and describes the duties and responsibilities of managers in this process.

The City of Akron strives to maintain a professional workplace free from unnecessary distraction or disruption. Attire and personal appearance should at all times convey professionalism to co-workers, business associates and the general public. These general principles apply when wearing a face covering in the workplace.

This policy is subject to amendment at any time.

### II. Authority to Administer

Managers or their designees shall implement and enforce the protocols outlined in this policy, and shall oversee implementation and compliance with this policy.

### III. Face Coverings are Mandatory

All employees, contractors and vendors, except as specifically exempted below, must wear an approved Face Covering when entering all City Property and while conducting City business. As described further below, although there may be instances throughout the workday when employees may remove their Face Coverings, generally, employees, contractors and vendors are required to wear Face Coverings the entire time they remain on City Property or while conducting City business.



#### IV. Definition of Approved Face Coverings

As used in this policy, “**Face Covering**” means a face covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose, mouth, and chin and be secured with elastic loops or ties, without leaving gaps on the sides. A Face Covering may be factory-made, handmade or improvised from ordinary household materials. Examples of Face Coverings include, but may not be limited to: neck gaiters, homemade coverings, or disposable masks. A covering that hides or obscures the wearer’s eyes or forehead is not a Face Covering within the meaning of this policy.

Any Face Covering that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not a Face Covering under this policy and is not to be used to comply with this policy’s requirements. Valves of that type permit droplet release from the mask, putting others nearby at risk.

Face Coverings must be professional in appearance, and non-disruptive to the workplace.

Management may require an employee to immediately replace a face covering that is unprofessional or disruptive to the workplace.

#### V. When & Where Face Coverings Are Required

Employees, contractors and vendors are required to wear a Face Covering when on City Property or conducting City business, unless an employee is working alone in a confined work space, there is a practical reason why a face covering cannot be worn, or there is consistently more than 6 feet distance and/or a barrier between individuals. Face Coverings are required when:

- Interacting with co-workers or any member of the public.
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time, including without limitation:
  - reception/waiting room areas
  - service counters/areas
  - public restrooms
  - other spaces used to interact with the public.
- Working in, or passing through, common areas such as hallways, stairwells, escalators, elevators, skywalks, or parking facilities.
- Working in, or passing through, any room or enclosed area when other people are present, or where one could reasonably expect that another person may appear.
- Entering and exiting City Buildings.
- Outdoors when keeping a six foot distance from other may not be possible.



## VI. Vehicles

Employees shall wear face coverings and protective eye covering in City vehicles if there are any other occupants. To the greatest extent possible, employees shall maintain social distancing in City vehicles. For example, one person may be in the driver's seat and another in the rear passenger seat.

## VII. Exemptions

By Order of the Ohio Department of Health, businesses must require all employees to wear face coverings, except for one of the following reasons:

- Facial coverings in the work setting are prohibited by law or regulation;
- Facial coverings are in violation of documented industry standards;
- Facial coverings are not advisable for health reasons;
- Facial coverings are in violation of the business's documented safety policies;
- Facial coverings are not required when the employee works alone in an assigned non-public work area or vehicle; or
- There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.

The City will also recognize any other exception or exemption set forth by federal or state health authorities.

A Face Covering should not be used if it would be unsafe for the employee to perform his/her job functions while wearing the face covering or by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the Face Covering without assistance.

A Face Covering is not required when eating or drinking; however, the employee must maintain social distancing (stay at least six feet apart) from other persons when eating and drinking.

The City must be able to provide written justification to the State of Ohio Department of Health, upon request, explaining why an employee is not required to wear a face covering in the workplace. If a manager grants an exemption to an employee based on one of the above reasons, other than the employee is working alone, the manager must notify the Department of Human Resources at (330) 375-2740.

## VIII. Job-Specific Requirements

Face Coverings do not replace required job-specific PPE, such as medical/procedure masks, face shields/goggles, or respirators.



**IX. Enforcement of Policy**

As described above, managers or their designees are responsible for enforcing this policy. Any employee not wearing a Face Covering in accordance with the directives contained in this policy will be required to immediately comply or will be asked to leave City Property. Willful or repeated failure to comply with this policy may subject an employee to discipline.

Contractors and vendors who are not complying with this policy will be required to immediately comply or will be asked to leave City property. Any failure to comply should be directed to the department manager.

Please contact the Department of Human Resources at (330) 375-2740 with questions about this policy.