



# Temporary Policy: Face Covering Guidelines in Response to COVID-19

Policy No. H-05 (effective immediately)

The Scope of this policy includes the following individuals:<sup>1</sup>

- ✓ Employees (including Appointed Officials, Probationary Employees, Full-Time At-Will Employees, Part-Time Employees, Temporary Employees, Civil Service Employees, Teamsters Employees, HPOA, HPSA, and IAFF Employees)
- ✓ Full-Time Elected Officials
- ✓ Board and Commission Members
- ✓ Volunteers

## I. PURPOSE

To comply with the State of Nevada issued Directive 024 (“Directive 024”), effective as of June 26, 2020 at 12:01 am, which requires the use of face coverings when an individual is out in public, with limited exceptions in order to mitigate the spread of COVID 19 in our community.<sup>2</sup>

## II. POLICY APPLICATION

### Face Coverings

In almost all circumstances, the City is requiring employees and members of the public to use a cloth facial covering to cover your nose and mouth. Facial coverings protect people around you if you are infected but do not have symptoms. The use of a facial covering is not a substitute for social distancing protocols.

A face covering could be many different types including but now limited to:

- Homemade cloth
- Manufactured cloth
- Bandana

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<sup>1</sup> The relevant definitions for the individuals identified in the Scope of this policy are defined in Introduction, Administrative Policy No. A-01.

<sup>2</sup> This policy will be updated based on any additional guidance from the CDC, the Occupational Safety and Health Administration, the State of Nevada, and to reflect any lifting of face covering requirements going forward.

- Scarf
- Cooling towel or neck gaiter

**Note that all cloth face coverings should:**

- ✓ Fit securely but not uncomfortably against the face
- ✓ Be secured with ties or ear loops to hold in place
- ✓ Include multiple layers of fabric
- ✓ Allow for unrestricted breathing
- ✓ Be launderable without damaging the material or changing the shape

Employees are encouraged to wear their own personal face coverings, unless a specific task requires the use of PPE. The City shall provide a reusable facial covering to employees, if they do not have their own preferred and work appropriate facial covering. Facial coverings can be made from household items or made at home from common materials at low cost. For more information regarding how to make a facial covering, you may look [here](#). Any visible material used for facial coverings must be work appropriate. Face coverings should be washed according to frequency and type of use.

Face coverings should be worn in the workplace:

- When interacting in-person with members of the public, even if plexiglass is present.
- When in any space visited by the general public, even if no one else is present.
- When in any space where food is prepared or packaged, for sale, or generally distributed to others.
- When walking through common areas, such as hallways, stairways, elevators, and parking facilities.
- In any room, office, cubicle, vehicle, or other enclosed area where other people are present when unable to physically distance.
- While occupying a City vehicle with more than one person in the vehicle.

This means that any time an employee leaves their individual workspace (office or cubicle), they are required to wear their face covering. In the event that workspace locations do not allow for social distancing (i.e shared workspaces, shared vehicles, or cubicles with placement less than 6 feet apart from the location that employees physically sit), employees will be required to wear face coverings while in their workspace.

In the event that a meeting occurs in a room large enough to socially distance all participants (6 ft or more), face coverings are not required. However, they continue to be strongly recommended in these circumstances.

In some circumstances, the wearing of face coverings at work may pose a danger to the employee, even when socially distancing is not feasible. Employees working outdoors or in the field are exempt from this directive, by virtue of the work performed as part of their day to day

duties because they are able to socially distance outdoors in the performance of their work. However, these employees must keep a face covering with them and wear it in the event they end up working in the presence of the public and cannot socially distance themselves or need to interact with co-workers or the public where social distancing is not possible. Employees needing additional guidance should seek clarification from their supervisor, the Safety Manager, or HR Business Partner specific to the job duties performed, as a policy that covers every possible scenario is not possible.

Law enforcement and fire service employees should seek guidance and direction from their respective chain of command for clarification of the Department's Policy with respect to the performance of their duties while wearing a mask or face covering. Ancillary tasks not related to the performance of the essential functions of police and fire outside of the Fire Station itself are covered by this policy (i.e. attending meetings, dining in public while in uniform, grocery shopping, exercising in public gym and other facilities.) Non-sworn Police and Fire employees are covered by the provisions of this policy.

### **Accommodation Requests**

If an employee of the City of Henderson believes that they cannot comply with this policy due to a medical condition, they must contact their Human Resources Business Partner and request an accommodation. Medical documentation may be required pursuant to our Reasonable Accommodation Policy, A-04. Additional information on the Reasonable Accommodation Policy can be found [here](#).

### **III. APPROVAL**

APPROVED BY:

Richard Derrick, City Manager/CEO

REVIEWED BY:

Nicholas Vaskov, City Attorney

Jennifer Fennema, Director of Human Resources

**Original signed document located in the Human Resources Department.**

EFFECTIVE DATE: 06/26/2020