



MEMORANDUM

DATE: July 29, 2021

FROM: Michael J. Ortega, PE
City Manager

TO: All City Employees

SUBJECT: COVID-19 Pandemic; Updated Requirements for City Employees and Public Access to Indoor Areas of City Buildings

The City of Tucson, Pima County and the United States are all facing increased rates of COVID-19 infections, hospitalizations, and deaths. Much of this increase is due to the Delta variant of the virus, which is more infectious and dominates the instances of new infections, hospitalizations, and deaths. Earlier this week, the US Centers for Disease Control and Prevention (CDC) revised its guidelines relating to the wearing of face coverings/masks by individuals who gather indoors, regardless of whether they have been vaccinated or not. In light of this evolving public health situation, and in order to best protect the health and safety of City of Tucson employees and members of the public, the following requirements are ordered to go into effect immediately:

I. MINIMIZING FACE TO FACE PUBLIC INTERACTIONS.

City staff will make every effort to avoid face to face public interactions by maximizing the use of digital meetings, phone calls and other digital tools to avoid the risk of person-to-person exposure. Where it is not possible or feasible to eliminate in-person contact, the use of face coverings/masks, as described in more detail below, is mandatory.

II. MANDATORY USE OF FACE COVERS IN THE INDOOR AREAS OF CITY BUILDINGS

A. Face Covering/Mask Requirements for City Employees:

All City of Tucson employees must wear a face covering/mask during interaction with the public when located indoors in a City of Tucson building.

All City of Tucson employees must wear a face covering/mask at all times when they are indoors in a City of Tucson building, except when they are in their own exclusive workspace (including but not limited to a vehicle) AND they are continuously physically separated from all other employees or members of the public by at least 6 feet. This requirement applies even during times when the employee has no interaction with members of the public.

The requirements listed above apply regardless of whether the employee has been vaccinated against COVID-19 or not.

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- B. Face Covering/Mask Requirements for Members of the Public as a Condition of Public Access to Indoor Spaces within City of Tucson Buildings.

Any member of the public (to include vendors and contractors) who desires to enter the indoor area of a City of Tucson building is required to wear a face covering/mask in order to enter and/or remain in that building. Persons who refuse to wear a face covering/mask will be redirected to access City services through telephone, website or other “remote” means. Further assistance or guidance regarding the availability of online City services is available by calling the City Service Impact Hotline at: (520) 791-2540.

III. CITY COURT AND JUDICIAL STAFF

The provisions of this administrative order do not apply to Tucson City Court. Tucson City Court and Judicial Staff will follow Arizona Supreme Court Administrative Orders regarding face covering requirements and/or other COVID-19 mitigation measures.

IV. GENERAL PROVISIONS AND GUIDANCE ON MINIMIZING THE RISK OF INFECTION

- A. Face covers/masks are not a substitute for always practicing physical distancing and frequent handwashing. Our best individual and organizational defense against COVID-19 is to wash our hands frequently, avoid touching our eyes, nose and mouth with unwashed hands, avoid being around sick people and practicing physical distancing, especially by staying at home when sick. Face covers/masks are not a replacement for strategies for slowing the spread of disease; they are just an additional tool that can protect others from possible exposure to respiratory droplets that may come from our mouth when we talk, sneeze or cough.
- B. The City will make available face covers/masks for employees that are required to be indoors within City buildings; and for members of the public who desire to enter a City building that is open to the public. Departments shall monitor face cover supply levels and shall identify the number of face covers needed for resupply and submit a request through their department resource control officer.
- C. We all continue to take steps to ensure a safe and healthy workplace. We need you to do your part as well. Remember, if you are sick, you are required to stay home and not come in to work.