



MEMORANDUM

DATE: June 1, 2020

TO: All City Employees

FROM: Michael J. Ortega, PE
City Manager

SUBJECT: COVID-19 Pandemic Human Resources Guidelines – Part VI Face Covers - Updated

The City of Tucson is preparing to re-open facilities and workspaces. 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. However, where it is not possible to eliminate in person contact, the use of a facing covering is mandatory. It is imperative that employees are aware of the importance of proper use of face coverings. This document also provides requirements for City employees with regard to face coverings in various situations.

I. MANDATORY USE OF FACE COVERS FOR THE CONDUCT OF CITY OF TUCSON OFFICIAL BUSINESS

A. It is mandatory for City of Tucson employees to wear face covers as follows:

During interaction with the public when safe social distancing (minimum 6' physical separation *or* absence of a physical barrier) cannot be attained.

B. First responders in Tucson Fire and Tucson Police shall follow their respective departmental guidelines and directives for face cover usage or other higher levels of respiratory protection and infection control.

C. If a member of the public (to include vendors and contractors) needs to accompany an employee into a non-public area of a City facility, both the member of the public and the employee must wear face covers. A face cover shall be provided for a member of the public who does not have their own. Refusal to wear a face cover will require staff to redirect the public to access City services through telephone or website. Further assistance or guidance regarding the availability of online City services is available by calling the City Service Impact Hotline at: (520) 791-2540.

II. OPTIONAL USE OF FACE COVERS FOR THE CONDUCT OF CITY OF TUCSON OFFICIAL BUSINESS

A. Face covers shall be optional for City of Tucson employees in the following circumstances:

1. In areas of City facilities not open to the public when safe social distancing (minimum 6' physical separation *or* presence of a physical barrier) can be maintained.
2. In City of Tucson vehicles (other than emergency response vehicles) when no other person is in the vehicle other than the operator.

III. PROVISIONS APPLICABLE TO COURTS AND JUDICIAL STAFF

A. Courts /Judicial Staff will follow AZ Supreme Court Administrative Order No. 2020-79

1. Judicial leadership shall require court participants and visitors to wear a mask or other face cover in the courthouse beginning not later than June 1, 2020 and may provide the required face-covers for use by persons who do not have their own.
2. Courts shall exclude persons from the courthouse who refuse to cooperate with or who do not pass established screening protocols or refuse to wear a mask or other face cover.
3. Judicial leadership shall post these requirements at entrances and on their public website.
4. During in-courtroom proceedings, the judge may authorize removal of masks or face covers for purposes of witness testimony, defendant identification, making an appropriate record, or other reasons as deemed necessary by the judge provided that appropriate social distancing or other protective measures are followed.
5. Judicial leadership should establish and implement social distancing and sanitation measures established by the United States Department of Labor and the CDC.

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

- #### **A. Face covers 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 are not a replacement for these evidence-based 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.**

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- B. The City will make available face covers for employees that are still required to be on site. 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. Employees may request a face cover from their supervisor.
- D. The following links are provided as additional information by the Center for Disease Control regarding face covers.

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

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

- E. 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, please stay home. For the most up-to-date information on City of Tucson COVID-19, please visit <https://www.tucsonaz.gov/covid-19/covid-19-updates>