



MEMORANDUM

DATE: April 20, 2020

TO: All City Employees

FROM: Michael J. Ortega, PE
City Manager

**SUBJECT: COVID-19 Pandemic Human Resources Guidelines – Part IV
Cloth Face Coverings**

As the City of Tucson continues telecommuting during the COVID-Pandemic, there are still many employees that cannot physically work remotely. This document provides general information on how non-public safety City of Tucson employees can safely use cloth face coverings when they will be in contact with other people, in public or in the workplace. At this point, cloth face coverings are highly encouraged; however, I am allowing Department Directors to make the call on mandatory use of cloth face coverings within their own departments.

It is important to note that face coverings 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 possible. Face coverings 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.

Use of a face covering should be considered at work when 6 feet of separation is not possible, or where there is not another method of providing separation such as a physical barrier. Face coverings should be used in settings where other physical distancing measures are difficult to maintain, such as during essential work functions where work-from-home is not an option.

The City will make available cloth face coverings for employees that are still required to be on site. Department's should identify the number of face coverings they need and submit a request through their department resource control officer. Employees may request a cloth face covering from their supervisor.

The following links are provided as additional information by the Center for Disease Control regarding cloth face coverings.

<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>

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We all continue to take steps to ensure a safe and healthy workplace. We encourage 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>

Face Covering Options

Face coverings are now highly recommended for general use and required for protective use when used with an N95 mask. Check with your department director for guidance. The City is providing different styles of face covers as they become available. Below are samples of the different styles of face coverings we are acquiring. Personal homemade face covers are approved for wear provided the person's nose and mouth are fully covered and the face cover does not restrict breathing or communication. Please have your Resource Control Officer (RCO) place requests through SAMM for face covers. Some of the quantities listed below do not reflect existing requests or distributions.

Protection Level: Limited protection to the wearer. Face covers protect others people against infection from the person wearing the cloth face cover.

	<p>Micro Fiber Face Cover Commercially made, optional ear loops or adjustable head band. Light weight, washable, and durable, intended for general use or to cover N95</p> <p>(3,600 ordered) Available 4/21 – 4/24 (can order more)</p>
	<p>Medical Fabric V2 Face Cover Locally made, ear loops or tie strap head band. Light weight, washable. Limited durability, intended for general use or to cover N95.</p> <p>(2,000 ordered) Available around 4/21 (can order more)</p>
	<p>"Bat" Face Cover Locally made, 2 ear loops sizes, very light weight, washable. Limited durability, comfortable, intended for general use only.</p> <p>(700 received) distribution has begun- (while supplies last)</p>
	<p>Paper Surgical Mask Commercially made, ear loops, light weight, NOT washable. Limited durability, intended for general use or to cover N95.</p> <p>Primary Use: put on EMS patients, short term use for employees with no other face cover.</p> <p>Available in limited quantities (future availability limited)</p>