



# ADMINISTRATIVE POLICIES

<b>SECTION:</b> 200-General Administration	<b>POLICY#:</b> T-206
<b>TITLE:</b> TEMPORARY POLICY- Response to Novel Coronavirus/COVID-19 <b>Face Coverings in County Indoor and Outdoor Spaces</b>	<b>R &amp; O #:</b> N/A
	<b>IMPLEMENTED BY PROCEDURE #:</b> N/A
<b>SPONSORING DEPT/DIV:</b> County Administrative Office	
<b>ADOPTED:</b> June 24, 2020	<b>REVISED:</b> August 17, 2021

**PURPOSE:** The purpose of this temporary policy is to address the safety of all people that enter County property during the pandemic of novel coronavirus known as COVID-19 by requiring face coverings for staff, clients and all visitors in the manner described in this policy.

**AUTHORITY:** This policy is authorized pursuant to County's declaration of emergency related to the Novel Coronavirus COVID-19 first declared on March 4, 2020 and continued to this date. This temporary policy is also authorized by the County Administrator per Section 1.4 of the Personnel Rules and Regulations.

## DEFINITIONS:

**"Business"** means an individual, organization or entity engaged in commercial, industrial, or professional activities.

**"Common or shared space"** means an area where individuals may interact such as a restroom, breakroom, hallway, elevator, lobby, classroom, large room with cubicles, meeting rooms, conference rooms and any area open to the public.

**"Face covering"** means a cloth, polypropylene, paper or other face covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. Face coverings are not a covering that incorporates a valve that is designed to facilitate easy exhalation, mesh masks, lace masks or other coverings with openings, holes, visible gaps in the design or material, or vents.

**"Indoor spaces"** means any enclosed, or partially enclosed spaces owned, leased or operated by Washington County, including but not limited to, buildings, vehicles, building lobbies, common or shared spaces, classrooms, elevators, bathrooms, transportation

services and other indoor space where people may gather for any purpose. An indoor space does not include a private residence, or a private automobile being used for personal use and that is not used for ride sharing.

**"Mask"** means a medical grade mask.

**"Private individual workspace"** means an indoor space within a public or private workplace used for work by one individual at a time that is enclosed on all sides with walls from floor to ceiling and with a closed door.

### **GENERAL POLICY:**

1. Individuals, regardless of vaccination status, are required to wear a mask or face covering when in an indoor space unless the individual:
  - (a) Is under five years of age.
  - (b) Is sleeping.
  - (c) Is actively eating or drinking.
  - (d) Is engaged in an activity that makes wearing a mask or face covering not feasible, such as when actively swimming.
  - (e) Is in a private individual workspace.
  - (f) Must remove the mask or face covering briefly because the individual's identity needs to be confirmed by visual comparison, such as at a bank or if interacting with law enforcement.
  - (g) Is practicing or playing a competitive sport at any level.
  - (h) Is performing, including but not limited to playing music, delivering a speech to an audience, and theater.
2. Individuals who have a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a mask or face covering can request an accommodation to enable full and equal access to services, transportation and facilities open to the public. While reasonable accommodations for those unable to wear a mask must be provided under applicable state and federal laws, such an accommodation does not include exempting individuals from the requirement to wear masks, face coverings, or face shields. Special circumstances where clear face shields alone may be needed is to communicate with someone who is deaf or hard of hearing and needs to read lips to communicate may be considered on an individual basis.
3. Disposable face coverings will be available to members of the public entering County buildings who do not have their own face coverings.

4. Face coverings and masks (and face shields, if appropriate), will be provided to employees.
5. Signs will be posted in all buildings that describe the requirement and accommodations for equal access to services.

**POLICY ADMINISTRATION:**

1. Exceptions:

Exceptions may only be granted by the Washington County Administrator.

2. Enforcement:

A Staff member's failure to comply with this policy may result in discipline.

3. Implementation:

Elected officials and department directors are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments.

Observance of this policy is mandatory for all County employees.

4. Effectiveness:

This temporary policy shall become effective on August 17, 2021 and end after 90 days if not renewed, upon the Board no longer declaring an emergency for COVID-19 or formal adoption of this policy by the Board of County Commissioners, whichever is sooner.