



To: All City of Northfield Employees

From: City Administrator Martig
Communications & Human Resources Director Mahowald

Effective Date: May 6, 2020

RE: Facial Covering Guidelines

Purpose: To respond to Order 20-48 and CDC guidelines for the use of cloth face coverings in public.

Goal: Protect our staff, residents and other members of the public should a staff member have pre-symptomatic or asymptomatic COVID-19 infection. A face covering decreases the risk of spreading infection of the wearer.

Exception: Department-specific or job-specific policies must meet or exceed these general guidelines.

Guidelines:

The Centers for Disease Control and Prevention (CDC) recommends people, employees and the public, stay home if sick. Do not come into a city facility if sick. The CDC recommends people should begin wearing cloth masks as a voluntary public health measure in public settings where social distancing (a space of 6 feet apart) is difficult to maintain. Facial coverings are required for employees working in close proximity to each other and unable to maintain physical distance 6 feet apart. Once City facilities are open to the public, signage will request all employees and the public to cover nose and mouth. Customer Service counters with newly installed plastic barriers will not require facial coverings unless cannot maintain 6 feet distancing between other employees and the public. Follow this link to CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Face coverings are not surgical masks or N95 respirators. Those are critical supplies that must continue to be reserved for those providing direct patient care, as recommend by current CDC guidance. The face coverings do not have to be hospital grade but need to cover the nose and mouth. For example, bandanas, scarves or fabric masks.

This guideline allows employees to wear a cloth or similar mask in the workplace until it is deemed unnecessary during the COVID-19 health crisis. If you choose to wear a facial covering you must be able to perform the essential functions of your job, including clear communication.

Certain departments or divisions have current policies for wearing of masks or Personal Protective Equipment (PPE). Departments that currently have or will develop a specific policy will supersede these guidelines. This includes employees in:

- Police Department, for patrol
- Building Inspections
- Public Works, for inspections
- Streets & Parks
- Northfield Liquor Store

It is mandatory to wear a mask or facial covering at work when:

- You are in a public space (all office locations are considered public spaces); **and**
- It is difficult to maintain social distancing (a space of six feet apart)

It is mandatory to wear a mask or other PPE at work when:

- When your department requires it based on job functions.

Continue to follow CDC and Minnesota Department of Health (MDH) recommendations to stay home if you are sick. Masks are recommended for pre-symptomatic or asymptomatic individuals. If you feel sick, stay home.

Any facial covering must follow guidelines set by the Handbook, specifically 4.4 Appearance, Dress, and Hygiene.

Obtaining a facial covering

The City Facilities Manager will provide a mask or facial cloth covering for employees upon request or as distributed on a department basis. Informal coordination of resources for facial coverings may be set up. Any information would be posted to the Inside Track.

If you make cloth face covering, follow the CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> .

Background/rational

The COVID-19 virus can spread between people interacting in proximity – for example, speaking, coughing or sneezing – even if those people are not exhibiting symptoms. The intention of the most recent CDC recommendation to wear masks or face coverings in public is to catch the droplets that the wearer might emit. A facial covering protects other people around the wearer. It does not protect the wearer.

The following are typical signs or symptoms associated with COVID-19 infection:

- Fever

- Cough
- Shortness of breath