

What do we do while we are at work?

Actions to take at work to keep yourself and others from being at risk to COVID-19 exposure

Face coverings are critical in control of COVID-19 exposure

- ▶ Despite our careful efforts to keep symptomatic individuals out of the workplace, COVID-19 can be spread by people who are not showing symptoms. Face coverings along with physical distancing and hand washing can help prevent the spread of the virus
- ▶ Your face covering should fit snugly and comfortably against your face
- ▶ Your face covering should be made of multiple layers of fabric that allow you to breathe through them and have ear loops or ties to secure them
- ▶ Employees should put a dot on one side of the face covering to identify the front from the back. The face covering should always be worn the same way
- ▶ When putting on or removing the face covering, an employee's hands should be clean and employees should use the ties or loops to take them off. Do not touch the outside of the face covering with your hands
- ▶ After removing your face covering carefully, it should be washed with soap and hot water to remove any virus exposure
- ▶ If you have a medical condition that prevents you from safely wearing a face covering you should contact your doctor and coordinate any reasonable accommodation needs with the Human Resources Office

Legal requirements for face coverings

On July 31st, 2020, Governor Hogan's Executive Order on face coverings took effect and the City has adopted the requirements of the Executive Order as its policy.

There is NO exemption for closed public buildings or individuals working outside. You are required to wear a face covering in ALL shared areas of City workplaces and outdoors when you cannot maintain six feet of distance at any time. If you are alone in your workspace you are not required to wear a face covering.

If you have a doctor/medical professional supported medical condition that prevents you from wearing a face covering, you must contact the Human Resources Office to request a reasonable accommodation.

Additionally, for City personnel responding to a public safety emergency, proper PPE should be worn to the greatest extent practicable while maintaining personal safety, even if you are able to maintain physical distance.

Violations of these face covering requirements should be reported through the chain of command so that employees violating this policy will be reported to the department director. Repeated disregard for this order will be subject to disciplinary action.

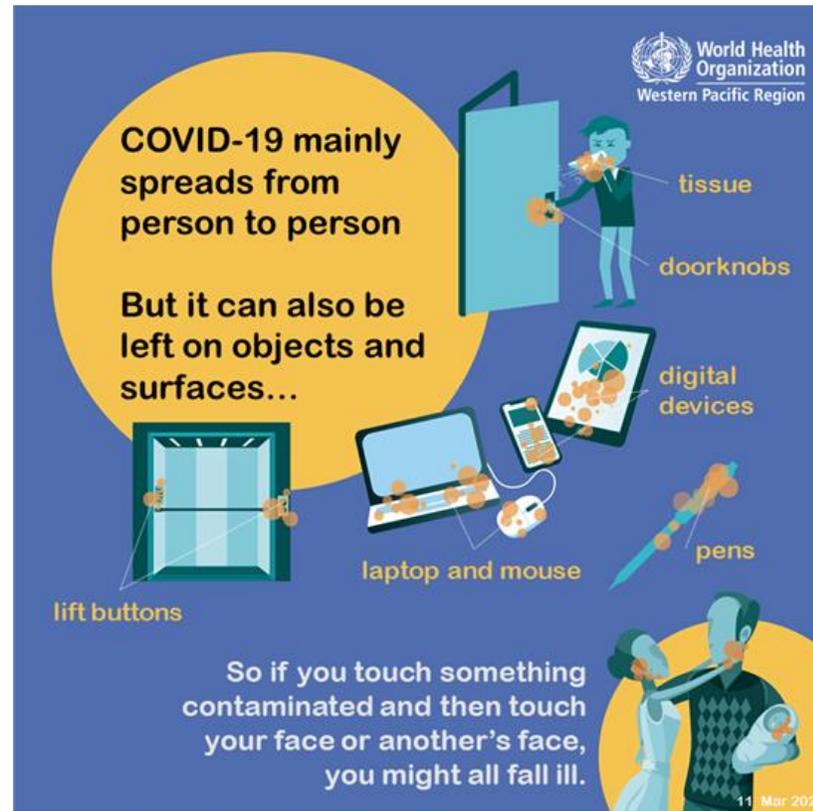
The Governor's Executive Order is enforceable and may carry a term of imprisonment for 1 year, a fine of up to \$5,000, or both.

Thanks for your cooperation with this public safety order.

Physical distancing is required

- ▶ Limit access to your workspace so that a minimum distance of 6 feet can be maintained
- ▶ Meetings should continue to be held virtually and any in person meetings must maintain 6 feet distancing for all participants (who are also wearing face coverings)
- ▶ Meetings may occur in private offices that cannot maintain 6 feet of distance if face coverings are worn by both participants; however, the wearing of face coverings are highly recommended regardless of ability to keep a minimum of 6 feet of distance

Know other ways COVID-19 can be transmitted



Hand washing is a strong defense against COVID-19 exposure

- You should avoid touching your face as COVID-19 is known to be transmitted through your eyes, nose, and mouth
- Frequent hand washing for a minimum of 20 seconds while making sure you wash between your fingers and on the palms and tops of your hands is very important in slowing transmission of the virus
- Hand sanitizer, in the absence of the availability of hand washing, applied the same way, is another defense against transmission

