



4/17/2020

Dear City Employee:

(This guidance replaces the guidance issued to City employees on April 3, 2020)

Health officials have updated their guidance on the use of face coverings for residents of the Bay Area. Beginning at 11:59 p.m. on April 17, 2020, face coverings will be required for members of the public and employees performing essential duties in certain settings.

Face coverings **are required** for:

- 1. Members of the public must wear face coverings in the following settings:**
 - Inside of or in line to enter any essential business such as a grocery store or pharmacy
 - When entering facilities allowed to operate under the shelter-in-place order, such as government buildings
 - When obtaining healthcare
 - Waiting for or riding any public transportation, taxi or rideshare

- 2. Workers, contractors, owners, and volunteers performing essential functions must wear face coverings when they are working in the following settings:**
 - Interacting with members of the public
 - Working in any shared space visited by members of the public
 - Working in any space where food is prepared or packaged for sale or distribution to others

- 3. Drivers or operators of any public transportation, taxi, ride share, or paratransit vehicle must wear a face covering while at work, regardless of whether a member of the public is in the vehicle.**

Face coverings can be made from a variety of cloth materials, such as bandanas, scarves, neck gaiters, t-shirts or sweatshirts. Face coverings should be washed frequently with detergent and hot water and dried using a hot cycle. For instructions on how to make a cloth face covering at home [view this video](#).

Hospital grade medical masks such as N-95 or surgical masks should continue to be preserved for health care workers in clinical settings and first responders.

Face coverings are **not required** to be worn by people who

- Are at home
- Are in their car alone or with members of their household.
- Are outdoors, walking, hiking, bicycling, or running. However, people are recommended to have a face covering with them and readily accessible when exercising, even if they're not wearing it at that moment.
- Are children 12 years old or younger. Children age 2 and under must not wear a face covering due to the risk of suffocation. Children age 3 to 12 are not required to wear a face covering, but if they do, they should be supervised by an adult.

The purpose of this order is to reduce the spread of COVID-19 by people who may not know they have the virus. Some people who have tested positive for the virus, have experienced minimal or mild symptoms. Following the requirements of this order will help protect the public, your coworkers, and your family.

If you are a City employee who is working on site (not telecommuting), you will receive a face covering from your supervisor for the type of work you are doing. Not all employees will receive a City issued face covering but you are still required to wear one in accordance with Health Order C19-12. Due to the limited supply, it is extremely important that an employee who is given a face covering, use it for as long as possible – until they are soiled, damaged or wet.

In addition to this guidance of face coverings, please do all you can to stay healthy:

- Wash your hands thoroughly and often with warm water and soap or, if soap and water are not available, an alcohol-based hand sanitizer
- Maintain physical distancing guidelines
- Avoid touching your face
- Clean surfaces in your home or workplace regularly
- Reduce the time you are around others outside of your home, even when practicing physical distancing

As always, if you feel sick, stay home.