

	<p>COUNTY OF KINGS California POLICY MANUAL</p>	<p>Number 10-18 BOS Agenda Date: April 28, 2020 Tape: Reading: File No.</p>
<p>SUBJECT <u>Face Covering Policy for COVID-19</u></p>	<p>By Action of the Board of Supervisors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Emergency Action 	
<p>DEPARTMENT Human Resources Department</p>	<p>Effective Date: April 28, 2020 Revision Date:</p>	

POLICY

This policy will be administered in accordance with the Centers for Disease Control and Prevention (CDC) updated guidelines to mitigate the transmission of COVID-19 among Kings County staff and customers.

APPLICABILITY

This Policy is applicable to all current employees of the County.

PURPOSE

The County has a duty under the law, including the California Occupational Safety and Health Act, to maintain safe and healthy working conditions for employees. As part of the County’s obligation to provide a safe work environment for all employees, the County institutes the following Policy regarding the use of face coverings:

This is an emergency policy in accordance with Government Code section 3504.5 subdivision (b) that provides an emergency exception to the normal meet and confer process. A notice will be sent to each bargaining unit, and the County will provide them with the opportunity to meet and confer on this policy at the earliest practicable time.

Except as modified by this Policy, all County policies, procedures, regulations, and Memoranda of Understanding remain in full force and effect. This Policy recognizes the importance of the County’s employees in implementing the County’s mission, the importance of keeping all County employees and the community safe, and the importance of protecting employees’ due process rights.

This Policy is subject to change at any time, based on changing circumstances, information known about the COVID-19 virus or any other communicable diseases, and based on the recommendations of the California Department of Public Health (CDPH) and in consultation with the County Health Officer. The County will notify County employees of any changes to

this Policy and will comply with all applicable laws regarding notice to bargaining units, as required.

PROCEDURE

I. Criteria for Use of Face Coverings

To the extent practical, all employees should wear cloth face coverings while at their place of employment. CDC guidance is very broad on what is an effective face covering: Cloth, covering nose and mouth, ties or ear loop to secure. Refer to the CDC website for full details concerning COVID-19 and face coverings (www.cdc.gov). To the extent possible, wide flexibility will be given to defining “face coverings.” Employees are authorized to wear medical or construction-type masks or other cloth coverings, such as bandanas, scarves made of dense fabric, neck gaiter or other fabric face coverings. Face coverings should be in good taste and conducive to a conservative environment.

When you wear a cloth face covering, it should:

- Fit snugly but comfortably against the side of the face;
- Cover the nose, mouth, chin, and cheek area of face;
- Not obstruct vision or cover eyes;
- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- Comply with all CalOSHA standards and requirements to avoid injuries in the workplace.

Employees should always wash hands or use hand sanitizer before and after touching the face covering. When putting on and taking off the face covering, do not touch the front of it as you should only handle the ties or ear straps.

II. When to Wear Face Coverings

Face coverings should be worn in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Face coverings should be worn while working in County buildings, lobbies, cubicles, conference rooms, private offices, etc. If an employee has a private office, face coverings can be removed if working alone, but should be replaced when staff enters or a meeting is taking place in a private office. At anytime an employee is not wearing a face covering at work, social distancing practices and protocols should always be followed. Employees can take off their masks to eat and drink when they are on premises in a location where they can maintain a distance of 6 feet.

The CDC has made clear that the cloth face coverings guideline for non-medical settings are not surgical masks or N-95 respirators. Those are reserved for healthcare workers

and other medical first responders, as recommended by current CDC guidance. Healthcare workers and other medical first responders must follow the protocols regarding use of surgical masks or N-95 respirators.

III. Care of Face Coverings

Face coverings should be washed, ideally after each use, or at least daily. CDPH recommends to have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If employees must re-wear cloth face coverings before laundering, handwashing protocols should be followed.

IV. Discard Face Coverings When:

- No longer cover the nose and mouth;
- Have stretched out or damaged ties or straps;
- Cannot stay on the face;
- Have holes or tears in the fabric; or
- Face covering has changed in shape.

V. Availability of Face Coverings

Employees may use a personal face covering as long as it fits the criteria as stated in Section I. If any County employee is in need of a face covering, they should contact their manager or supervisor. Requests for new, additional, or replacement face coverings can be made to Administration, Risk Department at ext. 2518 or ext. 2374.

VI. Department Personal Protective Equipment (PPE)

The Face Covering Policy for COVID-19 does not replace any job specification requirements regarding PPE use. Employees are required to continue practices established by their Department policies and procedures regarding PPE use.

VII. Compliance

For the County to mitigate transmission of COVID-19 among Kings County staff and customers, employees are expected to adhere to wearing a face covering until otherwise directed. It is the Department Head or designee's responsibility to manage compliance with the Face Covering Policy. Employees who violate the Face Covering Policy for COVID-19 may be subject to disciplinary action.