

# Face Coverings

Number: J-13

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## 1.0 POLICY

Every employee is expected to adhere to the most recent Executive Order signed by the Governor of North Carolina, the guidelines published by the Centers for Disease Control (CDC), the New Hanover County Department of Health, the North Carolina Department of Health and Human Services (NCDHHS), or the North Carolina Department of Labor Occupational Safety and Health Division (NC OSHA).

## 2.0 PURPOSE

In an attempt to protect the health of our employees, all employees will follow the Executive Orders as issued by the Governor of North Carolina, the orders issued by the New Hanover County Department of Health, NC OSHA or other agencies with the authority to issue such orders. The Town may implement stricter requirements than stated in these orders. This policy may be modified by the Town Manager.

## 3.0 SCOPE

This policy applies to all employees of the Town of Carolina Beach.

## 4.0 DEFINITIONS

- **Face Covering** - means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A Face Covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a Face Covering has two (2) or more layers. A Face Covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels. These Face Coverings are not intended for use by healthcare providers in the care of patients. Surgical Mask means American Society for Testing and Materials ("ASTM") Level 1, 2, or 3 approved procedural and surgical masks. An N95 respirator approved by the National Institute for Occupational Safety and Health ("NIOSH") (or a respirator from another country allowed by the Occupational Safety & Health Administration, the Food & Drug Administration, or the CDC) is not recommended for general public use or use in public settings, as it should be reserved for healthcare providers and other medical first responders. However, if worn, these respirators would meet the Face Covering requirements of this policy.

## 5.0 ORGANIZATIONAL RULES

- 5.1 Employees are not required to wear Cloth Face Coverings except in certain circumstances as outlined in this and other policies of the Town, based on guidance received from sources such as New Hanover County Department of Health, NC OSHA, or Governor's Executive Orders or NC OSHA. For example, the New Hanover County Health Department, **the North Carolina Department of Health and Human Services (NCDHHS), or NC OSHA guidance may still require cloth face coverings, and other COVID-19 related restrictions and recommendations.** See Temporary Emergency Standard Policy.
- 5.2 Nothing in this policy precludes an employee from choosing to continue to wear a face covering while performing their job tasks or when engaging with other employees or customers, even if the face covering is not required by law.

## 6.0 PROCEDURES

- 6.1 **Each Department will determine those job tasks or programs within their department that continue to require face coverings as a part of the Personal Protective Equipment, New Hanover County Health Department mandate, NC OSHA Emergency Temporary Standard mandate or Executive Order, required to safely perform their job tasks.**
- 6.2 The Town will continue to make cloth face coverings available to each employee who desires or is required to wear a cloth face covering. **Employees in Police and Fire may be issued additional face coverings as a part of the Personal Protective Equipment and NC OSHA Emergency Temporary Standards required as a part of performing their job tasks.** See Policy on Emergency Temporary Standard
- 6.3 **When two or more employees of the Town ride in a Town-owned vehicle together (or one employee and one non-employee, such as a suspect being transported to jail in a Town Police vehicle), all employees in the vehicle shall wear a face covering, regardless of the vaccination status of employees riding in or driving the vehicle.**

## 7.0 APPENDIX, APPENDICES

- CDC's guidelines on "How to Safely Wear and Take Off a Cloth Face Covering"