



CITY OF FERNDALE MASK POLICY

Effective May 22nd until modified, and consistent with Directive 20-01 of the Whatcom County Health Officer, all in-office staff shall keep a mask or equivalent protective face covering at their workstation.

- The City will provide masks; employees may substitute their own.
- The mask need not be worn unless within six feet of another staff member.
- Masks should be worn for any in-office visits, including “doorway discussions” (which shall be limited in order to provide other staff with travel space in hallways).
- Masks should be worn/ kept on your person whenever there is a likelihood of passing another staff member in a hallway.
- Visits to the copier, coffee pot, and water cooler should be moderated in order to prevent congestion in high traffic areas.
- Use of the Main Conference Room should require masks unless the room is to be occupied by only one individual or social distancing (including when entering or leaving the space) is adhered to.
- Any visitors to City Hall should be offered a mask. All visitors for in-person meetings should wear a mask in City Hall or other City buildings.
- City Shop: employees in break rooms should wear masks except while eating; appropriate social distancing should be practiced in these instances.
- Employees working at the City Shop should have masks on their person, but need not wear them unless within six feet of another individual.
- Police Station/ Court offices/Treatment Plant: follow City Hall protocols.
- Enforcement: Department Heads and Supervisors to use their best judgment. We do not expect that all staff will wear masks at all times while working, and in many cases, as a result of many employees working remotely, a staff member can legitimately navigate their normal workspace without coming within six feet of another staff

member. However, department heads and supervisors are expected to monitor to avoid significant or prolonged staff “gatherings” without masks. The mask-wearing directive is intended as a means of further opening up society, as well as a reflection of the fact that this re-opening will increase the number of contacts that occur outside of the office. Having a mask available when necessary will help everyone facilitate this re-opening and will help to model these behaviors as additional employees are re-introduced to the work environment.

- Masks may include logos, artwork, and other elements, provided that they do not contain imagery or language that would be considered objectionable in a workplace environment.
- No political messaging on masks worn or visible in the workplace is allowed.