

Human Resources Policy Bulletin

City of Lincoln

Number: 2020-5

Date: June 2020

Reference:	Title:
Americans with Disabilities Act, Rehabilitation Act, 29 CFR Part 1630 EEOC Guidance, "Pandemic Preparedness in the Workplace and the Americans With Disabilities Act", Updated in Response to COVID-19 Pandemic, March 19, 2020	PANDEMIC PREPAREDNESS IN THE WORKPLACE

I. PURPOSE

The purpose of this policy is to help prevent workplace exposures to COVID-19 and to establish criteria for the use of face coverings in the workplace. This policy is based upon the interim guidance for businesses and employers responding to COVID-19 as well as CDC guidance on face coverings.

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>

II. FACE COVERINGS

Face coverings shall be worn by all employees when interacting with co-workers, members of the public or in group meetings larger than 2 people. Social distancing of at least 6 feet must always be maintained. The face covering should incorporate the following conditions:

- fit snugly against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine-dried without damage or change to shape.

Face coverings shall be provided by the City; however, employees are free to provide their own face coverings provided they meet the conditions stated above.

Face coverings should also be appropriate for the workplace and any inappropriate depictions or materials on the coverings will not be allowed.

Face masks do not need to be worn in private offices or cubicles if the employee is the only occupant.

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Those employees who have a health condition for which a face covering would otherwise compromise that individual should speak privately with their supervisor or Human Resources, a modification may be possible.

The use of face coverings is not a substitute, and is instead a supplement, to maintaining adequate physical distance between individuals.

The use of cloth face coverings is not a substitute for other forms of Personal Protection Equipment (PPE) that may be required and utilized by some employees in specific work classifications or work environments.

For more information see <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>

III. DISEASE PREVENTION GUIDANCE

Employees should avoid in-person meetings to the extent possible.

Employees should maintain a minimum six (6) feet of separation between themselves and coworkers or members of the public.

Employees should avoid contact with those who are sick, stay home if you're sick, and if you become sick at work, distance yourself from co-workers, contact your supervisor and go home.

Employees should frequently clean hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol.

Employees should avoid touching your eyes, nose, and mouth.

Employees should practice good cough and sneeze etiquette.

Employees should routinely disinfect high touch points, facilities, work areas, personal electronics, and shared equipment and spaces.

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For more information see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>

Due to the diverse services across the City, certain departments may develop alternative policies specific to their needs and services related to face coverings and other protective measures.

VII. DISCIPLINARY ACTIONS

Employees who violate any provision of this policy may be subject to disciplinary action up to, and including, dismissal from employment.

VIII. DURATION

This policy is effective immediately. The practices in this policy are intended to be temporary in nature and the practices may be terminated at any time for any reason by the Mayor in consultation with Human Resources and the Lincoln-Lancaster County Health Department. Conversely these practices may be reinstated in the same manner if a situation dictates the necessity.



Doug McDaniel
Human Resources Director

June 3, 2020

Date



Leirion Gaylor Baird
Mayor

June 3, 2020

Date