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Date: August 25, 2021
To: All City Employees
From: Tom Rinehart, Chief Administrative Officer
Re: Updated Face Covering Directive

Following the recommendation of the Citywide Workplace Safety Group and the Safety Partnership Outreach Team, the following directive is issued by the Bureau of Human Resources Occupational Health Program and the Bureau of Revenue and Financial Services Risk Management Division. This Directive supersedes the August 2, 2021, July 27, 2021, and May 28, 2021 Face Covering Directive, as well as the face covering requirements of the December 7, 2020 COVID-19 Workplace Health and Safety Guidance (the information in this Directive will be updated in that guidance).

The Governor issued updated mask requirements on August 24, 2021 requiring masks in most indoor and outdoor environments. Throughout the pandemic, the City of Portland has followed the State and County's lead, as the public health authorities. The City of Portland is taking a proactive approach to our workplace guidance, that puts health and safety first, for both City employees and community members. Therefore, the City is electing to amplify requirements, as recommended by labor partners and citywide risk managers, for several reasons including:

- The [Centers for Disease Control](#) acknowledges airborne transmission can infect people in shared spaces even after the infected person has left. Tight-fitting face coverings, when worn correctly and consistently, are effective at reducing the risk of spread both by close contact and by airborne transmission.
- To ensure a fair and consistent standard for every employee that is clear, safe and easily enforceable.
- To mitigate confusion and ensure employee health and safety.

Face Covering Directive

As a City, we must do whatever we can to help prevent the spread of the virus. To best protect our employees and the community the City is revising the face covering requirement. Effective Friday, August 27, 2021, regardless of vaccination status, face coverings, regardless of whether a face shield is worn, will be required for employees, vendors, and visitors (except for children under the age of five) at all times indoors and outdoors, while conducting work for the City, when on City property, inside any City facility or vehicle and when in City-leased space in facilities owned by others. This includes cubicles, hallways, bathrooms, elevators, lobbies, break rooms, meeting rooms and any other shared spaces. Tenants leasing City-owned space are encouraged to follow the City's face covering directive in their spaces.



An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

Face coverings are not required when,

- In a “private individual workplace”, defined as a space that is used by one individual at a time and is enclosed on all sides with floor-to-ceiling walls and a closed door.
- Actively eating/drinking and maintaining a minimum distance of six feet.
- Outdoors, when consistent, uninterrupted, six feet of physical distance can be maintained.
- Alone in a City vehicle that is assigned to one employee for the entire day, if all high touch surfaces in the vehicle are sanitized after use and the vehicle will sit for a minimum of 8 hours before anyone else enters the vehicle.
- When playing or performing sports, or engaged in activities where it is not feasible, such as swimming.
- When delivering a speech or performing outdoors.
- As permitted by OR OSHA and the Oregon Health Authority (OHA) for First Responders in specific circumstances.

In some City facilities and worksites, and in the performance of certain types of work, conventional and approved personal protective equipment (PPE) may be required. Face coverings should NOT be used as a replacement for conventional and approved PPE. In those instances, City employees and contractors are expected to wear the PPE required to perform the work.

Face Covering Provided

- For Employees: Bureaus are responsible for providing face coverings for employees. These face coverings must include a variety of types and sizes, including disposable coverings for work where rotating through three cloth coverings is insufficient or unhygienic. Face coverings will be available at employees’ reporting location and access to these face coverings will not be encumbered by time-consuming processes. Employees can receive replacement face coverings and will not be charged for the replacement. Employees may provide their own face coverings; however, self-provided face coverings are required to comply with the State of Oregon’s definition of face covering and with the [City of Portland Administrative Rule on Dress, Appearance and Fragrance in the Workplace](#).
- For Visitors, Vendor, and Contractors accessing a City facility, field site, or vehicle: If access to a City facility, field site, or vehicle is required and a person does not have a face covering, a face covering will be provided. In undertaking City business/activities and providing City services, City bureaus may elect to engage visitors by alternate methods that may not require them to physically access City facilities.

Face Covering Defined

The State of Oregon defines a “[face covering](#)” as a cloth, paper, or disposable face covering that covers the nose and the mouth. The City will follow the same definition for the purposes of this directive. According to the [CDC’s guidance](#), face coverings are one of several measures that help decrease the asymptomatic spread of the virus. It is important to understand that face coverings may not prevent the spread of coronavirus and face coverings are not a substitute for physical distancing or frequent hand washing. Face coverings with exhalation valves do not contain the spread of virus and are not to be used.

Accommodations

- For Employees: If needed, employees should contact their [Human Resources Business Partner \(HRBP\)](#) to request a reasonable ADA or religious accommodation to the face covering requirement. The HRBP is responsible for reviewing the request and - with appropriate input from the employee's manager/supervisor, City Attorney's Office and other relevant stakeholders - determining a reasonable accommodation. Because there are various work environments and types of work in the City, COVID-19 related accommodations will be reviewed on a case- by-case basis. Oregon's Bureau of Labor & Industries has identified potential reasonable accommodations for employees with disabilities; however, all accommodation requests must still be reviewed by an HRBP.
- For Visitors, Vendors, and Contractors accessing a City facility, field site, or vehicle: Religious and ADA Title II accommodations requested by a visitor will be addressed on a case-by-case basis. The City employee making the appointment and/or the facility representative will coordinate such a request with the bureau's [ADA Title II Coordinator](#) and/or the [Office of Equity and Human Rights ADA Title II Manager](#) and the [City Attorney's Office](#).