



Date: April 9, 2020  
To: All Department Heads  
From: Alejandrina Basquez, Director of Human Resources  
Subject: **Face Covering in the Workplace Guidance**

The City of Long Beach Health and Human Services Department has issued [guidance](#) on the CDC recommendation for individuals regarding face coverings to slow the spread of COVID-19. First and foremost, Health officials recommend physical distancing as the primary method of protecting yourself and others. Employees should maintain a 6-foot physical distance from others while working. Frequent handwashing and sanitizing are also essential to preventing the spread. Use of a face covering should be considered when 6 feet of separation is not possible, or where there is not another method of providing separation such as a physical barrier. Face coverings should be used in settings where other physical distancing measures are difficult to maintain, such as during essential work functions where work-from-home is not an option. Cloth face coverings are not intended for use in healthcare, medical or other safety sensitive occupational settings.

Effective tomorrow, the City will be modifying its protocol for employees to utilize face coverings where physical distancing is not possible. Employees will be asked to utilize a face covering when closer than 6 feet to other colleagues or members of the public. Face coverings for all employees have been ordered and we are awaiting delivery – in the meantime Departments should distribute bandanas that the City has been able to procure that can serve as a face covering while we await delivery of additional face coverings.

Please see the attached Frequently Asked Questions for more details. If employees have any questions regarding the use of face coverings in your workplace, please have them contact your Department Administrative Services Officer or Safety Officer.

We will continue to take steps to ensure a safe and healthy workplace. We encourage you to do your part as well. Remember if you are sick, please stay home. For the most up-to-date information on COVID-19, please visit [www.longbeach.gov/novelcoronavirus](http://www.longbeach.gov/novelcoronavirus).

ATTACHMENTS

CC: THOMAS B. MODICA, ACTING CITY MANAGER  
REBECCA GARNER, ACTING ASSISTANT CITY MANAGER  
KEVIN J. JACKSON, DEPUTY CITY MANAGER  
TERESA CHANDLER, INTERIM DEPUTY CITY MANAGER  
AJAY KOLLURI, ACTING ADMINISTRATIVE DEPUTY TO THE CITY MANAGER  
ADMINISTRATIVE OFFICERS  
SAFETY PROFESSIONALS

## Frequently Asked Questions

**Our best defense against COVID-19 continues to be washing hands frequently, avoiding touching eyes, nose, and mouth with unwashed hands, avoiding being around sick people and practicing physical distancing. Face coverings are not a replacement for these existing evidence-based measures;** they are just an additional tool that may be used to protect us from exposing others to COVID-19 when used properly.

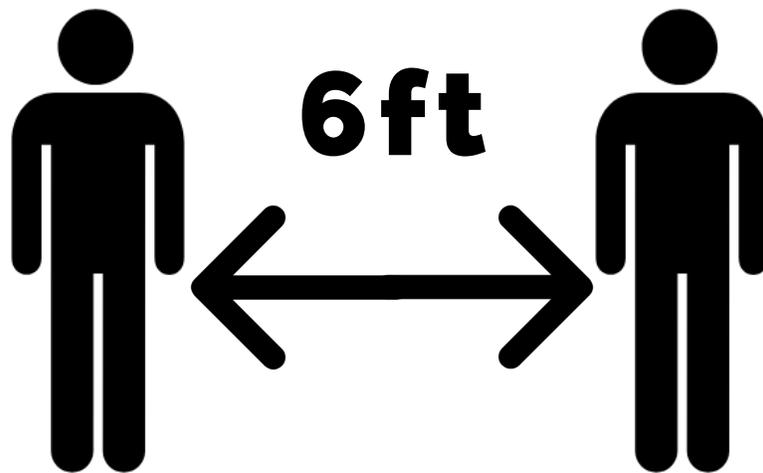
Here are some frequently asked questions regarding face coverings:

- What is a cloth face covering?
  - A cloth face covering covers the nose and mouth. It can be secured to one's head with ties or straps or simply wrapped around the lower face. A cloth face covering may be factory-made or sewn by hand or can be improvised from scarves or bandanas.
- Why wear a face covering?
  - Recent information has indicated that covering your nose and mouth may slow the spread of COVID-19 because:
    - Individuals may be contagious before the onset of symptoms. You may be contagious and not know it. If you have covered your nose and mouth, it may limit the spread of COVID-19.
    - We touch our face less when our face is covered. Touching your face after touching something contaminated with COVID-19 increases your chances of getting sick.
- How well do cloth face coverings work to prevent the spread of COVID-19?
  - There is limited evidence to suggest that the use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing and washing hands and staying home when ill, but they may be helpful when combined with these primary interventions. If you must touch or adjust your face covering, only do so with clean hands.
- When should I wear a cloth face covering?
  - You may choose to wear a cloth face covering over your nose and mouth when conducting City business. Wearing a cloth face covering does not eliminate the need to physically distance yourself from others and to wash your hands frequently.
  - Employees will be required to wear cloth face covering if 6 feet of physical distancing with others and other safety precautions such as hand washing/sanitizing are not possible in the workplace or while performing work assignments.
- What are my face covering options?
  - Acceptable, reusable face covering options for employees include:
    - Bandana
    - Neck gaiter

- Homemade face covering
  - Scarf
  - Face coverings should be appropriate for the workplace
- Can I use an N95 respirator or surgical mask instead?
  - Purchasing a respirator or face mask intended for the healthcare setting (including N95 respirators and surgical masks) is strongly discouraged. Medical respirators and face masks are worn for protection by healthcare staff and those workers who provide care to a person who might have COVID-19. In contrast, the face covering recommended for the general public is intended to prevent COVID-19 transmission to others by someone who might not know they are infected. Since the intent of the face cover is to primarily protect others rather than the person wearing the face cover, a medical face mask is not necessary. Medical respirators and face masks are in short supply and will be increasingly needed to safely provide care for persons with COVID-19. It is critical that these medical items not be used outside of the healthcare setting.
- Is a face cover required?
  - **No**, if you are able to maintain physical distancing and hand washing/sanitizing opportunities in the workplace. Wearing a face cover is not required. It is an additional tool that individuals may use to help slow the spread of COVID-19; however, it does not replace other physical distancing requirements.
  - **Yes**, face coverings are required, if 6 feet of physical distancing with others is not possible in your work assignment or workplace.
- Will the City issue a face covering to City employees?
  - Yes, we have placed orders for face coverings and are awaiting delivery. There is limited supply of face masks and face coverings due to the pandemic. The City is in the process of procuring a limited supply of face coverings for City employees. In the meantime, employees that choose to wear a face covering should obtain their own or can receive bandana's that the City has purchased as an interim step while waiting for delivery of other face coverings.
- How should I care for a cloth face covering?
  - Before using your cloth face covering for the first time, the covering should be washed. After that, your cloth face covering should be washed at least daily, and ideally after each use. Be sure to not touch your face covering with hands that are unwashed or not sanitized as you wear throughout the day.
  - Have a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:
    - 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

# C<sup>COVID-19</sup>

## MAINTAIN PHYSICAL DISTANCING



- Maintain at least 6-feet of physical distance between yourself and others. (6-feet is about the width of a car.)
- Avoid handshakes, hugs, or other physical greetings.
- Wash or sanitize your hands often.
- Wipe down keyboards, mice and desktop surfaces before and after working.

# COVID-19

## CITY EMPLOYEE GUIDELINES



Wash hands with soap and water for at least 20 seconds or use hand sanitizer.



Maintain physical distancing.



Cover mouth when coughing or sneezing.



Clean & disinfect frequently.



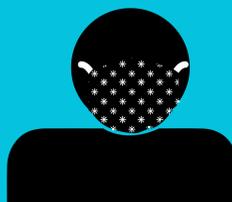
Wear a face covering while out in public to protect others.



**DO NOT** come to work if you are sick or are experiencing any symptoms. Notify supervisor and stay home.



**DO NOT** gather in large groups and avoid all physical contact.



**DO NOT** touch your face covering without washing or sanitizing your hands.

