MEMORANDUM

DATE: December 3, 2020

TO: All Employees

CC: Recognized Employee Organizations

FROM: Aaron Donato, Labor Relations Manager

SUBJECT: Facemasks Required in the Workplace – Updated State Requirements

The purpose of this memorandum is to advise all employees that the California Department of Public Health (CDPH) and the California Occupational Safety and Health Administration (Cal/OSHA) have issued new requirements regarding COVID-19 and facemasks and coverings.

Please note, employees who fail to comply with these requirements may be subject to discipline.

In addition to the requirements below, employees working in shared workspaces, including in cubicles or other workspaces which are not fully enclosed (e.g., a traditional office space with four walls and a closed door), must wear face coverings regardless of whether the workspace is open to the public.

Requirements

Pursuant to the CDPH order¹ people in California must wear face coverings unless specifically exempted from doing so in specific situations. The regulations distributed by Cal/OSHA contain essentially identical requirements for wearing masks in the workplace. The list below identifies those occasions when people are exempt from the mask requirement.

Individuals are exempt from wearing face coverings only in the following specific settings:

Persons who are working in an office or in a room alone.

¹ The entire guidance memorandum can be viewed by clicking here.
Persons who are outdoors and maintaining at least 6 feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.

Workers who are required to wear respiratory protection. (Employees who are not actively wearing respiratory protection in the course and scope of employment are not exempted.)

Persons who are actively eating or drinking provided that they are able to maintain a distance of at least 6 feet away from persons who are not members of the same household or residence.

Persons in a car alone or solely with members of their own household.

Persons who are specifically exempted from wearing face coverings by other CDPH guidance.

**Note:** Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

**Additional Information**

Effective immediately, elevator occupancy shall be limited to 1 occupant at a time.

Employees who are working in traditional office space alone and with the door closed do not have to wear a face covering while alone.

Employees walking through interior workplace common areas including, but not limited to, restrooms, stairwells, elevators, and breakrooms must wear a face covering at all times.

Some locations, including both public and private facilities, may have implemented stricter COVID-19 safety protocols. On-duty City employees shall comply with the COVID-19 safety protocols of the locations they are visiting/working.

Please submit questions about this memorandum through your chain of command.