

# CITY OF LATHRUP VILLAGE POLICIES & PROCEDURES

## City of Lathrup Village Mandatory Workplace Face Mask Policy

### 1. Background

Under the emergency orders issued by Governor Whitmer, Michigan Department of Health and Human Services (MDHHS), Michigan Occupational Safety & Health Administration (MIOSHA), and Oakland County Health, face coverings are now required in all public enclosed space.

The state's definition of a face covering varies. It includes bandannas, handkerchiefs or scarves, according to the executive order released Friday. As long as the mask covers your nose and mouth, you're in the clear. Michiganders are required to wear masks in public spaces when in close quarters with others. Businesses can refuse service to people not adhering to the face-covering restriction.

### 2. Scope

The order also requires masks to be worn in confined public places in Michigan, and masks should be worn in any high-profile event. Those who do not comply with the order may face a misdemeanor of \$500, and the company may face the risk of being revoked for not implementing the policy.

**Applies to:** All persons, including but not limited to, all employees, third-party business entities, and visitors, authorized to enter any City of Lathrup Village location/work site ("all persons"). Nothing in this policy authorizes a return to on-site work by any person or creates or expands rights of access.

### 3. Definition

- **Face Mask:** Cloth or paper face covering worn to protect others from a virus.

### 4. Policy

The health and safety of employees of City of Lathrup Village is our highest priority. The City of Lathrup Village requires all persons to wear cloth face coverings at all times when using or accessing shared or communal spaces at any City worksite and also when a minimum of six feet of physical distancing is difficult to maintain. Six feet of physical distancing, often referred to as social distancing, remains important in slowing the spread of the COVID-19. Even when physical distancing can be maintained, a cloth face covering is required as an additional public health measure to help prevent the spread of the virus from a person who may be carrying the virus but does not have symptoms. A cloth face covering is not considered personal protective equipment (PPE) and does not protect the wearer from the COVID-19 virus. Employees whose jobs require the use of PPE will be provided with appropriate face masks to meet PPE standards applicable to their positions. Cloth face coverings are just one protective measure, and are not a substitute for physical distancing, regular hand washing and hand sanitizing, and additional cleaning protocols.

**Examples of when cloth face coverings are required include:**

- When entering or exiting buildings
- When traveling in a vehicle with another person on City business
- When using or traveling through any common areas and shared spaces in buildings, even if another person is not immediately visible or present in the space at that time:
  - Restrooms
  - Kitchens and kitchenettes
  - Break rooms

- Elevators
- Conference rooms
- Hallways and corridors
- Shared workspaces and offices
- Private offices when more than one person is present
- Community room
- Offices/work areas where one person may be present, including access to:
  - Core facilities
  - Shared equipment rooms

**Employees are not required to wear face coverings:**

- When working in a private and enclosed office or space that is not shared with any other individual.
- When eating or drinking in a common dining area or break room that has been designated and approved for employee breaks with physical distancing protocols marked and observed.

**Procedures:** Cloth face coverings must securely cover one's nose and mouth, should not be reversed, moved or removed unnecessarily, should not be shared with others, and must be kept clean. Single-use face coverings must be properly and safely discarded after each use. Cloth face coverings may be fashioned from household items or made at home from common materials at low cost. They may also be purchased from multiple locations. The City will provide cloth face coverings for anyone in need; employees should let their supervisor know if they need to be provided with a face covering.

According to the [Centers for Disease Control and Prevention guidance](#), an effective cloth covering will:

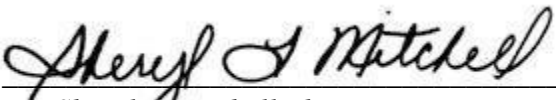
- Fit snugly but comfortably against the sides of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine-dried without damage or change to shape

**Enforcement:** All persons accessing City facilities or worksites are expected to comply with this policy, without exception. Anyone not wearing a face covering as expected will be asked to leave the facility immediately; will be subject to corrective action or disciplinary process as appropriate for failure to comply with City policy; and may lose any privileges or ability to access City facilities.

Inquiries regarding this policy should be directed to the City Administrator, Assistant City Administrator and/or Police Chief. Reports of any violations of this of this policy may be made to an employee's superior/manager/director, or to the City Administrator, Assistant City Administrator and/or Police Chief. ***This policy will end with the Emergency orders issued by the Governor, Michigan Department of Human Services and Oakland County Health and the end of the pandemic threat.***

**CONTACT**

For more information, contact Human Resources.

  
 Dr. Sheryl L. Mitchell Theriot  
 City Administrator

December 4, 202

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 Date