

**CITY OF NEWPORT  
EMERGENCY ORDER NO. 2020-33**

**ENACTING AN EMPLOYEE FACE COVERING POLICY  
AND REPEALING EMERGENCY ORDER NO. 2020-10 IN ITS ENTIRETY**

**WHEREAS**, the Governor of the State of Oregon declared a state of emergency for the state on March 8, 2020, finding that COVID-19 created a threat to the public health and safety and constituted a statewide emergency; and

**WHEREAS**, the City of Newport declared an emergency on March 13, 2020, which was ratified by the City Council at its March 16, 2020 meeting; and

**WHEREAS**, the President of the United States signed a proclamation declaring a national emergency concerning COVID-19 on March 13, 2020; and

**WHEREAS**, local, state, and national public health agencies have instituted guidelines, recommendations, and actions to curb the spread of the disease in an attempt to “flatten the curve” of the disease’s progression in the United States. Many of those recommendations have been adopted by states and local governments across the country. In Oregon, the Governor has issued Executive Orders 20-01 through 20-20, and 20-22, 20-24, 20-25, 20-27, 20-28, 20-29, 20-30, 20-37, 20-38, 20-56, 20-58, 20-59, and 20-65 to address COVID-19 closures and reopening of certain facilities, limiting public gatherings, higher education restrictions, and other needs and requirements related to the COVID-19 pandemic; and

**WHEREAS**, the Governor has directed Oregonians to “stay at home to stay healthy” through physical and social distancing guidelines and the elimination of non-essential travel; and

**WHEREAS**, Newport staff took, and continue to take, actions in an effort to “flatten the curve” of the COVID-19 virus, and by this Order, document those actions by enacting a face covering policy for employees, and repealing Emergency Order No. 2020-10 in its entirety.

I, Spencer R. Nebel, City Manager for the City of Newport, hereby order:

November 18, 2020    Approved a Temporary COVID-19 Face Covering Policy for Employees, included as Attachment A. This Emergency Order repeals, in its entirety, Emergency Order No. 2020-10.



\_\_\_\_\_  
Spencer R. Nebel, City Manager



# ATTACHMENT A



## Temporary COVID-19 Face Covering Policy

<b>POLICY NUMBER:</b> COVID-19.5	<b>EFFECTIVE DATE:</b> April 10, 2020
<b>REVISION DATE:</b> November 16, 2020	<b>REVISION NUMBER:</b> One
<b>CITY MANAGER APPROVAL:</b> 	<b>DATE:</b> 11-19-20

### PURPOSE

This policy is intended to remain in effect only for the duration of the declared public health emergency related to COVID-19.

The City of Newport is committed to providing our employees and volunteers with a safe and healthy work environment. To accomplish this goal, all employees and volunteers must diligently undertake efforts to promote safety. The health and safety of self and others is everyone's responsibility during this health emergency.

The Center for Disease Control (CDC) continues to study the spread and effects of the novel coronavirus (COVID-19) across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms ("asymptomatic") and that even those who eventually develop symptoms ("pre-symptomatic") can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing, even if those people are not exhibiting symptoms.

### DEFINITIONS

**Face Covering** – A cloth, polypropylene, paper or other covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. Coverings that incorporate a valve that is designed to facilitate easy exhalation or mesh masks or other covers with openings, holes, visible gaps in the design or material, or vents are not appropriate face coverings (even if otherwise appropriate for respiratory protection) because they allow droplets to be released from the covering.

**Face Shield** – A transparent plastic shield that covers the wearer's forehead, extends below the chin, and wraps around the sides of the face. Devices that place a shield in front of only the user's nose and mouth do not meet the definition of a mask, face

covering, or face shield. Face shields are normally used as protection for the face and eyes but are a compliant (although not preferred) means of "source control" in relation to COVID-19.

**Mask** - A surgical, medical procedure, dental, or isolation mask (commonly referred to as a "surgical mask"). Masks are medical grade masks that function as a physical barrier to protect workers from hazards such as splashes of large droplets of blood or bodily fluids; they do not provide reliable protection to the wearer against aerosols or airborne pathogens.

**Source Control** – The use of protective equipment or other measures such as face coverings to prevent the spread of illness from a potentially infectious person to others. A typical example of source control for COVID-19 is to use a mask or face covering to limit the spread of respiratory droplets and aerosols from the wearer to others. Respirators can be used as source control in addition to providing protection for the wearer, but only if the respirator does not have an exhalation valve (respirators with an exhalation valve can also be worn in combination with appropriate source control).

## **POLICY**

In conjunction with this temporary policy, cloth/washable masks will be distributed to all employees and volunteers throughout the City of Newport. The purpose of providing these masks is to help prevent spreading the COVID-19 virus among our employees and volunteers. Cloth masks help prevent spreading the virus from people who otherwise feel healthy. The use of a simple cloth face covering to slow the spread of the virus and to help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials are acceptable for non-public safety employees.

The city will require all office staff, including volunteers, to wear a cloth face covering whenever they are in the workplace and working with co-workers, clients, vendors, etc., regardless of whether social distancing is occurring. If working alone in a private office, a face covering is not required, unless another person enters the office. The only exception is in cases where an employee has a medical condition that makes breathing difficult. These will be reviewed on a case-by-case basis by City Administration.

Face shields are prohibited unless worn in conjunction with a face mask.

Public Works employees are required to maintain social distancing measures in the field. If that is not possible, employees are required to wear a face covering. If more than one employee is traveling in a city owned vehicle, all employees in the vehicle must wear face coverings. The only exception to wearing a face covering is if doing so creates a safety risk. The exception does not apply to meetings, or group gatherings related to their duties. In these cases, employees will be required to wear a face covering.

Public Safety employees (Fire and Police) are exempt from this policy while conducting duty functions; however, they are required to wear appropriate PPE when directed by the department head to wear it. The exemption does not apply to meetings, or group gatherings related to their duties. In these cases, employees will be required to wear a face covering.

The face coverings are not a substitute for social distancing. Social distancing continues to be in effect in compliance with Executive Order 20-12/Workplace Restrictions. Please see Temporary Social Distancing Policy COVID-19.3.

We ask all employees and volunteers to make every effort to help preserve the supply of PPE and reduce the need for replacement (paper) masks whenever possible. Infection Prevention guidelines should be followed on the use and re-use of face masks.

Cloth face coverings should :

- Fit snugly but comfortable against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Fully cover the nose and mouth area
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change in shape.
- Be routinely washed (in a washing machine) depending on the frequency of use.
- Are not to be removed while talking

Employees should be careful not to touch their eyes, nose, and mouth when removing the cloth covering and wash hands immediately after removing it.

The cloth face coverings recommended in this policy are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for first responders.

