



OFFICE OF THE MAYOR

MAYOR BEN WALSH

April 16, 2020

City of Syracuse Policy on Face Coverings in the Workplace

Effective immediately, all City employees are required to wear a mask or other face-covering while at work, out in public and in every other situation where social distancing cannot be maintained.

The City is expanding face protection requirements out of concern for employees' health and wellbeing and as part of the continuing effort to slow the spread of COVID-19. This updated policy is based on the recommendations of health officials and meets the requirements of Governor Andrew Cuomo's most recent Executive Orders.

This requirement will remain in effect until further notice. Employees who violate this policy may be subject to discipline.

Employees should remember that face coverings protect not only the individual wearing the mask but those around them. Face masks help prevent people who may have the virus and do not know it from transmitting the illness to others.

All employees are required to wear a mask or face covering:

- When interacting directly with the public and when in the same general area as other people;
- When working in or traveling through public spaces and areas of significant community-based transmission (for example stairwells, restrooms, hallways, shared office spaces, building lobbies, meeting rooms);
- When social distancing measures are difficult to maintain, including in vehicles with co-workers, or when working outdoors near other people.

Employees may wear a homemade cloth face covering or a mask provided by the City. If you are in need of a mask, please immediately notify your supervisor or department head, and one will be provided at no expense.

Cloth face coverings should be routinely washed depending on the frequency of use. When applying the mask or face covering, you should first wash your hands or use hand sanitizer. The mask or face covering should be secured from the bridge of your nose to below your chin. Be careful not to touch your eyes, nose and mouth when applying, wearing or removing the face covering. Once you have removed the face covering, wash your hands or apply hand sanitizer immediately. If you are unsure of how to safely wear a mask, you can view video instructions at: <https://youtu.be/yl60UEp57jQ>

If you have questions or concerns about the face mask policy or any other health and safety matter please contact your supervisor, department head, or Personnel / Human Resources.

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