Executive Order 2020-09- Employee Mask Requirement

Purpose: The health and safety of County employees is our highest priority. St. Charles County has experienced a significant increase in new cases of COVID-19. To combat the spread, and to keep the government services from slowing, masks have been distributed to all employees and all employees are required to wear masks. The purpose of this communication is to clarify the policy and clarify exemptions to this policy.

Policy: Beginning July 7, 2020, all County employees were required to wear a mask. Today I further clarify that requirement to define that the face mask or cloth face-covering shall cover the employee’s mouth and nose when in or around County facilities when an employee leaves his/her desk or is within six (6) feet of another employee. The face mask shall meet the standards set by the CDC. In order to be in compliance with this policy, the mask or cloth face-covering must:

• Fit snugly but comfortably against the sides of the face
• Cover the nose and mouth completely
• Have at least two layers of material covering the nose and mouth
• Be secured with ties or ear loops
• Allow for breathing without restriction

An employee may wear a County supplied mask or a mask of their own choosing so long as it meets the minimum standards set out above.

*Exceptions to this mandatory policy:
• Employees whose health is put at risk by wearing a mask or cloth face-covering are not required to do so. You must have documentation from your doctor submitted to the Department of Human Resources and written approval from the Department of Human Resources to qualify for this exemption.
• Employees whose job performance is severely inhibited by wearing a mask or cloth face-covering are not required to do so. You must have written approval from the Director of Administration in consultation with your Appointing Authority to qualify for this exemption.
• Employees may remove their mask when seated alone at his/her workstation, traveling alone in a County vehicle, or when eating or drinking.

This policy shall remain in effect until amended, modified, or rescinded by further order of the County Executive.

Signed this 17th day of July, 2020.

Steve Ehlmann, County Executive
St. Charles County, Missouri

ATTEST:

Brenda Hinton