

## **Amended 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. On July 17th, I further clarified the requirement to define face masks and cloth face-coverings as set forth below. Today, I further clarify this requirement to state that the wearing of face shields in lieu of a face mask or cloth face-covering shall be considered as compliant with this policy, subject to the conditions set forth below.

If the employee wears a face mask or cloth face-covering, 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 or a member of the general public. 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

If the employee wears a face shield, the employee shall wear the face shield when he/she leaves his/her desk or is within six (6) feet of another employee or a member of the general public. In order to be in compliance with this policy:

- The face shield must be hooded and must wrap around the sides of the employee's face and extend below the chin.
- Face shield wearers are to wash their hands before and after removing the face shield and avoid touching their eyes, nose and mouth when removing it.
- Disposable face shields are only to be worn for a single use and disposed of according to manufacturer instructions.
- Reusable face shields are to be cleaned and disinfected after each use according to manufacturer instructions or by following [CDC face shield cleaning instructions](#).

An employee may wear a County supplied mask or face shield, or a mask or face shield 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, cloth face-covering, or face shield 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, cloth face-covering, or face shield 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, cloth face-covering, or face shield when seated at his/her workstation and not within six (6) feet of another employee or a member of the general public; 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 21<sup>st</sup> day of September, 2020.



Steve Ehlmann, County Executive  
St. Charles County, Missouri

ATTEST:



Brenda Hinton, County Registrar