



**City of Charlottesville COVID-19 Response Document:
City Workforce and Contractor Service Delivery
PPE Utilization and Disposal; Masks**

City Manager Signature:

I. Purpose:

The purpose of this procedure is to outline a protocol for all non-healthcare City employees to use before interacting with other employees or the public on official City business. The City shall take all reasonable precautions to lower the risk of spreading the COVID-19 infection, and this procedure is intended to reduce the risks associated with COVID-19 exposure to City personnel. Employees may choose to mask at any time, unless required to do so by direction of this policy or while required by certain Exposure Procedure scenarios. Masks may be required in other places by local or state authorities. All elements of this procedure apply, by extension, to all contractors employed by or working on behalf of the City.

II. Authority:

The basis of this policy is rooted in the guidance from the Centers for Disease Control (CDC) and the Virginia Department of Health (VDH) regarding transmission of COVID-19. Per the CDC and VDH, to get COVID-19 one must have had close contact with a person ill with COVID-19.

III. Definitions:

“*Close contact*” is defined as:

1. Living in the same household as a sick person with COVID-19; or
2. Caring for a sick person with COVID-19; or
3. Being within 6 feet (or 2 meters) of a sick person with COVID-19 for about 15 minutes; or
4. Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed or sneezed on, kissing, sharing utensils, etc.).

“*Hand Sanitizer*” is defined as:

An alcohol-containing preparation (liquid, gel or foam) designed for application to the hands to inactivate microorganisms and/or temporarily suppress their growth. Such preparations may contain one or more types of alcohol, other active ingredients with excipients, and humectants. Recommended percent of Alcohol is greater than 60%.

“*Social Distance*” is defined as:

Limiting your interactions with people or groups of people.



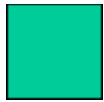
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“Physical Distance”

Maximizing the distance between people. 6 feet is the general guidance for distance between individuals.

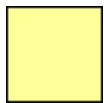
IV. **Application:**

1. **When to Wear a Mask or Respirator** : Masks requirements will be based on the CDC’s COVID-19 Community Level for the City of Charlottesville.
 - a. [COVID-19 Community Levels](#) is a tool developed by the CDC to help communities decide what prevention steps to take based on the latest data.
 - b. The City will update the COVID-19 resources page of our City Intranet to reflect the CDC’s current COVID-19 Community Level for the City of Charlottesville.
 - c. Employees will be directed as to the proper mask usage based on the current COVID-19 Community Level for the City of Charlottesville
 - d. Employees are also required to wear a mask under certain scenarios of the Exposure Procedure.



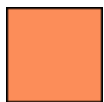
Low

- Wear a mask based on your personal preference, informed by your personal level of risk



Medium

- If you are immunocompromised or at high risk for severe illness
 - Talk to your healthcare provider about additional precautions, such as wearing masks or respirators indoors in public



High

1. Wear a well-fitting mask indoors in public, regardless of vaccination status or individual risk



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2. How to Wear a Mask:

- Cloth face coverings should:
 - cover the mouth and nose;
 - fit snugly but comfortably against the side 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.
- Wear Procedure Masks With:
 - A proper fit over your nose, mouth, and chin to prevent leaks
 - Multiple layers of non-woven material
 - A nose wire
- Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
 - Yes. Cloth face coverings should be routinely washed depending on the frequency of use.
- A respirator (N95/KN95) or procedure mask should be replaced:
 - When the straps are stretched out and it no longer fits snugly against your face
 - When it becomes wet, dirty, or damaged
- Previously used respirators and procedure masks should be thrown away once replaced by a new face covering.
- How does one safely sterilize/clean a cloth face covering?
- A washing machine should suffice in properly washing a cloth face covering. How does one safely remove a used mask?
 - Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and they should wash their hands immediately after removing the cloth face covering.

3. Additional Considerations When Under High-Risk Community Level

- Inside City Buildings
 - Face covering will be worn inside all City buildings.
 - Exception:
 1. Face Covering can be removed when alone in an office or your assigned workspace.
 2. Face Covering can be removed while eating or drinking in a break room or lunchroom.
 3. Face Covering can be removed while exercising in designated areas.
- Driving City Vehicles
 - Face coverings will be worn if 2 or more employees are inside the same vehicle.



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Exception:

1. Face covering can be removed by the driver for safety concerns
 2. Face coverings can be removed during emergency responses if other PPE is required. (Police and Fire Departments ONLY)
- Working Outside
Face Coverings are required if employee is interacting with the public while outside. Face Coverings are required for employees working together outside if social distancing cannot be maintained.
Exceptions:
 1. Police and Fire Departments on Emergency Responses
Supervisors may allow mask removal for breathing or respiratory related concerns.
 - Employees may request an exception from the face covering based on medical needs or deeply held religious beliefs.
 - Employees must have documentation of need to not wear the cloth face covering or mask.
 - Supervisors will try to allow employee to work alone or telework, and not have any public interaction.
 - Final approval to not wear a face covering or mask will be made by City HR and the City Manager's office.

V. Providing Service:

- After service delivery, the employee must sanitize their hands using either soap and water (preferred if available) or with an alcohol-based hand sanitizer containing at least 60% alcohol.
- It is highly recommended employees have full PPE (i.e. eye protection; surgical mask; gloves) with them at all times should the service delivery situation require that full PPE be worn.

VI. PPE Inventory and Request:

1. Inventory:

- An inventory of PPE available in the department should be kept on a frequent basis (i.e. weekly, perhaps daily based upon usage rates). Maintaining supply of PPE is critical to ensure it is available when service needs must be met and cannot be accomplished through other alternate methods.

2. Departmental Needs:

- After assessing departmental needs via inventory status, follow the steps below to properly request and secure PPE:



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- All PPE can be ordered in SAP from the City Warehouse

VII. Cleaning and Disposal of PPE

1. Refuse Disposal of PPE

- PPE that is doffed (taken off) can be placed in a regular trash bag and discarded.
 - If for any reason the PPE has been soiled with body fluids, blood, feces, etc., then the PPE should be disposed of in a RED Medical Waste bag, with that bag then being disposed of in a Medical Waste Container (Medical Waster Container located at City Yard – Warehouse).

2. Cleaning of Cloth Face Masks

- a. Wash cloth face coverings in hot water.
- b. Change cloth face covering if soiled.