

From: [Human Resources](#)
To: [All Alameda Mailboxes](#)
Subject: Updated Mask Requirements For the Workplace
Date: Monday, November 23, 2020 1:16:00 PM
Attachments: [guidance for face coverings.pdf](#)

Greetings,

As you may be aware, due to the rise of COVID-19 infections in California, the California Department of Public Health has released updated guidance on the use of face covering. The new guidelines **mandate that face coverings be worn at all times when outside of the home**, unless one or more of the exceptions outlined in the guidelines apply. **As a result of these new guidelines the City has revised our mask requirement.**

If you are rotating into the office the following requirements apply:

1. You **must wear a mask** to enter any City Facility.
2. You must wear a mask **at all times** while in any City Facility or at any City work site.
3. You may **remove your mask only if you are alone** in the workplace or alone in your office with the door closed. You **may not remove your mask in a shared work area where others are present**, regardless of the distance between those present.
4. You may remove your mask to eat or drink, however, time without your mask should be minimal and only while you are actively eating or drinking. You should not eat or drink within 6 feet of others. If possible, eat and drink while outdoors. Do not congregate with others in lunch or break rooms, especially while eating

As always we encourage all employees to take all COVID-19 precautions in and out of the workplace; wear a mask, stay six feet from others, and wash your hands with soap and water frequently and for at least 20 second (or use hand sanitizer if soap and water are not available).

Should you have any questions please do not hesitate to contact Human Resources at hr@alamedaca.gov or by calling (510) 747-4900.

Please stay well,

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