

**From:** [Human Resources](#)  
**To:** [All Alameda Mailboxes](#)  
**Subject:** Updated Mask Requirements For the Workplace  
**Date:** Wednesday, December 2, 2020 9:00:16 AM  
**Attachments:** [guidance for face coverings.pdf](#)

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Greetings,

We have received questions regarding the requirements of masks in the workplace, please see below for clarification.

FAQ:

1. All of my cubicle walls extend over my head while seated, do I have to wear a mask when I am sitting at my desk?

No, you are not required to wear your mask while you are seated at your desk, however if you stand, leave your desk, or are approached by others at your desk you must put a mask on.

2. My cubicle has a short side, where I would normally greet people or talk to others, or has shorter walls that I can see over while I am seated. Do I have to wear a mask while I am seated at my desk?

Yes, if you have one or more walls on your cubical that do not extend above your head when seated, or if you are located in an open concept office, you must wear your mask when you are at your desk. If this creates difficulty in performing your duties please contact your supervisor and human resources.

3. I have my own enclosed office (or I share an enclosed office but my office mate and I are never in on the same days). Do I have to wear a mask when I am in my office alone?

No, if you are in an enclosed office alone you do not need to wear a mask. If you leave your office or if another person approaches or enters your office you must put on your mask, regardless of the distance between you and the person entering.

4. If I go into an empty breakroom, do I have to wear a mask?

Yes, any time you are in a common area including, when approaching an occupied cubicle or office, in hallways, in bathrooms or breakrooms, or any commonly shared area within your office, you must wear a mask securely covering your nose and mouth, regardless of whether others are present.

Please do not hesitate to contact us with any questions not answered here.

Please stay well,

Human Resources  
City of Alameda Human Resources Department

2263 Santa Clara Avenue, Room 290  
Alameda, CA 94501  
T: (510) 747-4900 | F: (510) 865-4043

<https://www.alamedaca.gov/Departments/Administration/Human-Resources>

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**Sent:** Monday, November 23, 2020 1:17 PM

**To:** All Alameda Mailboxes <AllAlamedaMailboxes@alamedaca.gov>

**Subject:** Updated Mask Requirements For the Workplace

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](mailto:hr@alamedaca.gov) or by calling (510) 747-4900.

Please stay well,

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