



**Face Covering Requirements At Work  
COVID-19 Prevention**

Revised June 23, 2021 (suspended)

**Revised August 3, 2021**

**Revision Note:** *Revision Note: This guidance is updated based on the San Francisco Health Officer's Safer Return to Work Health Order C19-07y, last updated on August 2, 2021, and the State Public Health Officer's Order of July 26, 2021 in response to the increase in Covid-19 Delta Variant cases. This Face Covering Requirements at Work policy (Policy) supersedes the Face Covering Requirements at Work policy issued June 23, 2021. The June 23, 2021 policy is hereby suspended until further notice.*

**POLICY**

This Policy applies to all City employees working indoors consistent with the applicable Health Orders. All employees must wear face coverings of a type that complies with the specific requirements for the type of facility in which they are working. Departments must enforce face covering requirements for employees and must provide the appropriate type of face coverings regardless of an employee's of vaccination status.

These safety rules are essential to protect the health of City employees and the public and to comply with local and State health orders. If an employee is unable to comply with this face covering requirement based on a qualifying disability or medical restrictions or because of a sincerely held religious belief, they may request an accommodation by contacting their departmental Human Resources representative.

Employees shall be sent home and may use sick leave, if available, during the interactive reasonable accommodation process, unless the department determines telecommuting is available and appropriate.

**An employee who fails to comply with these face covering requirements will receive one direct notice of the requirement and will be given an immediate opportunity to comply with the requirement. If the employee does not immediately comply, the employee will be sent home on vacation or accrued leave, other than sick leave. If the employee does not comply with the requirement a second time, the City will proceed with discipline up to and including separation from employment.** There is no tolerance for employees who will not adhere to these safety requirements.

**Well-Fitted Masks Defined**

A well-fitted mask includes a surgical mask, a well-fitted voluntarily worn respirator, a fit-tested respirator, or a well-fitted cloth covering that is at least two-layers, without holes, and that fits closely around and covers the nose, mouth, and surrounding areas of the lower face. Well-fitted masks may not have a one-way valve (an "exhaust valve"), typically a small plastic square or disc on the front or side of the face covering, that is designed to allow easy exhaling. Bandanas, scarves, turtlenecks, ski masks, balaclavas, plastic face shields, or single-layer fabric coverings are not acceptable.

**Face Covering Requirements**

All employees, including fully vaccinated employees, must wear face coverings indoors at work except when eating and drinking while maintaining 6-foot distancing, or, when working alone in a private office so long as the

employee can put on the face covering quickly if someone enters. Non-vaccinated employees may be required to have higher-grade protection, depending on the worksite. Additionally, some employees work in facilities that must continue to comply with Cal/OSHA’s Aerosol Transmissible Diseases (ATD) standard, which requires respirator use in areas where suspected and confirmed COVID-19 cases may be present. Nothing in this Policy is intended to alter this requirement.

| Worksite   | Applicable Order or Policy  | Face Covering Requirement  |
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| General Acute Care Hospitals<br>Skilled Nursing Facilities (including Subacute Facilities)<br>Intermediate Care Facilities   | <a href="#">CDPH Vaccination Status Order<sup>1</sup></a>                                       | No later than <b>August 23, 2021</b> , <u>unvaccinated or incompletely vaccinated</u> workers in these settings <u>must wear respirators</u> (i.e., N-95s) if they work in indoor work settings where (1) care is provided to patients or residents, or (2) to which patients or residents have access for any purpose. Facilities covered by this requirement must provide respirators at no cost to affected workers, and workers must be instructed how to properly wear the respirator and how to perform a seal check according to manufacturer’s instructions. |
| Residential Care Facilities for the Elderly;<br>Homeless Shelters;<br>State and Local Correctional Facilities and Detention Centers;<br>Adult Care Facilities;<br>Ambulatory Surgery Centers;<br>Chemical Dependency Recovery Hospitals;<br>Clinics & Doctor Offices;<br>Congregate Living Health Facilities;<br>Treatment and Mental Health Treatment Facilities;<br>Pediatric Day Health and Respite Care Facilities;<br>Residential Substance Use | <a href="#">CDPH Vaccination Status Order</a>   | No later than <b>August 23, 2021</b> , <u>unvaccinated or incompletely vaccinated</u> workers in these settings must wear FDA-cleared surgical masks in indoor settings anywhere they are working with another person. Facilities covered by this requirement must provide affected workers with surgical masks.   |
| All other sectors  | <a href="#">Safer Return Together Health Order</a><br>CCSF Department of Human Resources Policy | Effective 8/2/2021, all employees regardless of vaccination status must wear a face covering <b>when working indoors or when in a vehicle with at least one other person</b> that complies with the definition above and consistent with the exceptions as listed in this document. Departments may require fit-tested   |

<sup>1</sup> Under the CDPH Vaccination Status Order, the term “worker” includes, but is not limited to nurses, nursing assistants, physicians, technicians, therapists, phlebotomists, pharmacists, students and trainees, contractual staff not employed by the health care facility, and persons not directly involved in patient care, but who could be exposed to infectious agents that can be transmitted in the health care setting (e.g., clerical, dietary, environmental services, laundry, security, engineering and facilities management, administrative, billing, and volunteer personnel).

Face Covering Requirements  
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|  | respirators for certain activities depending on the type of activity. |
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Any additional requirements must be included in the department's COVID-19 Prevention Plan required by Cal/OSHA.