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To: orangecounty2@ocgov.com
Subject: Face Mask Requirements - Effective 12.15.2021 On Behalf of Colette Farnes, CHRO
Date: Tuesday, December 14, 2021 3:29:59 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
Importance: High

Hello County Family,

In response to rising cases and hospitalizations statewide due to COVID-19 and to slow the spread of the Delta and Omicron variants, the California Department of Public Health (CDPH) revised its “Guidance for the Use of Face Coverings” on December 13, 2021. The full guidance can be found here: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

The CDPH requires masks to be worn in all indoor public settings, **irrespective of vaccine status**, for the next four weeks from **December 15, 2021 through January 15, 2022** (surgical masks or higher-level respirators are recommended).

The revised guidance changes our current practice as to when County employees are expected to wear face coverings in the workplace. The following changes below apply to all County employees (unless an exemption applies) from December 15, 2021 through January 15, 2022:

- Employees are expected to wear a mask while in the workplace if they are not in an office or room alone **with the door closed**. If more than one employee is in a room or office, a face covering must be worn.
- **Employees in cubicles** (including cubicles with walls that do not connect to the ceiling) and reception areas **are required to wear a face covering**, even if a physical barrier exists or if there is more than six feet of distance between individuals.
- If the operational feasibility of the department allows for it, eating and drinking in cubicles is permitted provided employees are at least six feet apart. Please check with your supervisor. If eating or drinking in a cubicle, employees may remove their face-covering briefly to eat and drink but are expected to put it back on when finished.
- Face coverings are required when in County buildings in common areas, such as restrooms, breakrooms, hallways, and elevators.
- Employees who drive as a function of their assignment must wear a face-covering unless when they are alone in the vehicle.
- Any employee who believes they have a medical-related reason that precludes them from wearing a face covering at work should talk with their supervisor or contact their human resources representative.

For employees that work with the public in front-facing counters:

- The safety of employees is our priority. In order to comply, employees are to remind members of the public who are not wearing a mask to wear one; **however**, no County employee should feel that they have to engage in any type of confrontation that becomes threatening to their safety. Please alert on-site security or contact 9-1-1 if any employee

feels that their safety is threatened by any member of the public who does not wish to the comply with the mandate.

Please contact your Risk Management representative or Human Resources representative if you have any questions regarding mask wearing in the workplace.

Thank you in advance for following these important safety measures.

Thank you,

Colette Farnes

Chief Human Resources Officer

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