



**CITY OF BIRMINGHAM, AL**  
**HUMAN RESOURCES POLICY**

Effective: May 1, 2020  
Revised: April 30, 2021

SECTION	SUBJECT
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**PURPOSE**

This policy establishes a Face Covering Protocol for the use and benefit of all City of Birmingham ("City") employees to minimize exposure to infectious disease. The Centers for Disease Control and the Jefferson County Department of Health recommend individuals use face coverings to slow the spread of COVID-19.

**POLICY SCOPE**

This policy applies to all employees who are compensated for services by the City of Birmingham.

**POLICY**

**I. REQUIRED FACE COVERING**

- A. Effective May 1, 2020, the City of Birmingham will expect that if employees are unable to maintain six (6) feet of social distancing while working, or engaging with the public, that they wear a face covering. Employees may use disposable or reusable face coverings. **Employees who disregard the City's facial covering requirement, and other required COVID-19 safety protocols, will be subject to disciplinary action.**
- B. Acceptable face covering options include:
  - 1) Cloth Face masks
  - 2) Disposable Face masks
  - 3) Bandana, Scarf
  - 4) Neck gaiter (also known as a tube scarf) or homemade face covering
  - 5) Tightly woven fabric, such as cotton T-shirts and some types of towels
- C. Use of a face covering is required while inside any City facility, vehicle, or at any worksite. Additionally, face coverings are required at any time six (6) feet of separation is not possible. Face coverings should be used in settings where other physical distancing measures are difficult to maintain, this includes shared or open workspaces, and inside of vehicles. Employees in private workspaces must put on their face covering whenever someone else enters the work area.
- D. Face shields that wrap around the sides of the wearer's face and extend below the chin and hooded face shields are acceptable only when used in conjunction with a cloth or disposable face mask. (See Diagram A below). Employees may not wear a face shield alone, unless a medical exemption has been approved by Human Resources based on sufficient medical documentation.
- E. Face coverings should not reflect messages or graphics that contain sexually-related references, political slogans or insignias, product advertising, or inappropriate, suggestive or offensive language. When in doubt, please consult with Human Resources.

## II. FACE COVERING GUIDELINES

- A. To the extent a face covering must be briefly pulled down for security or identification purposes, employees will be expected to comply with such requests.
- B. Please make sure that the face covering is over your mouth and nose. Lowering the covering from your nose and mouth while talking defeats the purpose of wearing the face covering. *(See diagram B below for guidance on proper wear of your face covering.)*
- C. Employees with a medical condition that restricts the ability to wear face coverings, must consult Human Resources for an exemption, before being in violation of this policy.
- D. Face coverings are not a substitute for always practicing physical distancing and frequent handwashing. Health officials recommend physical distancing as the primary method of protecting yourself and others from COVID-19. The best defense against COVID-19 is to wash our hands frequently, avoid touching our eyes, nose and mouth with unwashed hands, avoid being around sick people and practicing physical distancing, especially by staying at home when ill. Face coverings are not a replacement for these evidence-based strategies for slowing the spread of disease. They are just an additional tool that can protect others from possible exposure to respiratory droplets that may come from the mouth when people talk, sneeze or cough.

Please remember the City continues to take steps to ensure a safe and healthy workplace. We encourage every employee to help do their part. Remember if you are sick or have been exposed to someone with the coronavirus, please stay home and follow the applicable call-in procedures and leave requirements detailed in the current revision of Mayor's Executive Order 87-20 "Temporary Response to COVID-19 Public Health Emergency."

Diagram A

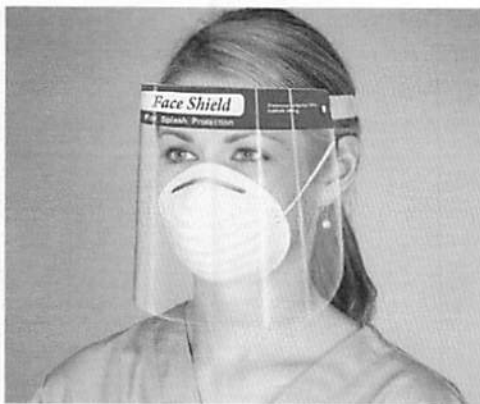
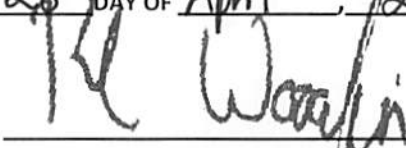


Diagram B



APPROVED ON THIS THE 28 DAY OF April, 2021.

  
RANDALL L. WOODFIN, MAYOR