ADMINISTRATIVE PROCEDURES

Procedure Number: 3-35

Effective Date: 06/11/2020
Revision Date: 03/12/2022

County Administrator

SUBJECT: FACE MASKS FOR EMPLOYEES AS WELL AS MEMBERS OF THE PUBLIC ACCESSING COUNTY FACILITIES

DEPARTMENT RESPONSIBLE: All County Departments

I. PURPOSE

This Administrative Procedure is in conjunction with the Board of Supervisors Policy C 2.9, Temporary Policy – Novel Coronavirus (COVID-19). To prevent the spread of the COVID-19 virus, the County must take specific precautions to ensure workplace safety for its employees.

II. PROCEDURE

A. In accordance with the latest Pima County Public Health Advisory Update, it is recommended that employees, County vendors and members of the public who access County facilities wear a mask in all County facilities as follows:

1. In common areas, lobbies, and elevators.

2. In areas where proper physical distancing is not possible (less than 6 feet).

3. In areas where there is not a protective barrier.

B. Certain County facilities such as public health clinics may, at the direction of the Pima County Chief Medical Officer, require employees and members of the public to wear masks in the facility. The public shall be notified of this requirement and the identification of these locations that may require masks shall be provided on the Pima County Health Department’s Website.

C. Issuance of Masks

1. Any employee, County vendor or member of the public who access county facilities may request a mask and the County will provide one.
III. RESPONSIBILITY

A. All Appointing Authorities are responsible to ensure employees, members of the public and vendors that access County facilities comply with this Administrative Procedure.

References: Board of Supervisor Policies, C.2.9
Personnel Policy D 23.20