



MEMORANDUM

Date: June 11, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry 
County Administrator

Re: **Effective Immediately – Administrative Procedure 3-35 Face Masks for Employees as well as Members of the Public Accessing County Facilities**

Please see the attached Administrative Procedure that is to be effective immediately. This Administrative Procedure is designed to improve public and employee safety during the COVID-19 pandemic.

Each department or County agency is to ensure employees and members of the public comply with this Administrative Procedure. Requests for mask supplies to provide either to employees or to the public who gain access to our facilities may be made to Spencer Graves at Spencer.Graves@pima.gov.

Cloth masks should be provided to employees while disposable, paper masks should be provided to members of the public.

CHH/anc

Attachment

c: Jan Leshar, Chief Deputy County Administrator
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Carmine DeBonis, Deputy County Administrator for Public Works
Spencer Graves, Program Manager Emergency Operations Logistics



ADMINISTRATIVE PROCEDURES

Procedure Number: 3-35

Effective Date: 06/11/2020

Revision Date: _____


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). Due to an increase in the number of COVID-19 cases, and to prevent the spread of the disease, the County must take specific precautions to ensure workplace safety for its employees.

II. PROCEDURE

A. Due to the Community Spread of COVID-19 and changing guidance of how the virus is transmitted, employees are required to 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.
4. Masks are not required in parking garages if the employee is able to maintain physical distancing.

B. This procedure applies to:

1. All County Employees.
2. All County vendors.
3. Members of the public who access County facilities.

C. Issuance of Masks

1. Employees, County vendors, or members of the public who access County facilities may wear simple cloths masks they have purchased or can create their own homemade masks.
2. 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.
- B. Employees who fail to comply with this procedure may be subject to discipline up to and including dismissal.
- C. County vendors or members of the public who do not comply with this procedure will not be permitted access to the County facility and will be asked to leave.

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