

TO: All Village Employees, Officials, Contractors, and Staff
FROM: The Village of Brockport
RE: **Face Covering Requirement**
DATE: August 17, 2020

EXECUTIVE SUMMARY

As the Village of Brockport is a local government within the State of New York, and as the State of New York has mandated face coverings in public places via Executive Order 202.16 and via State Code Section 66-3.2 to stop the spread of COVID-19, the Village of Brockport is adopting a masking policy for all employees, officials, contractors and staff.

BACKGROUND

Executive Order 202.16, issued on April 12, 2020, provides the following directive: For all essential businesses or entities, any employees who are present in the workplace shall be provided and shall wear face coverings when in direct contact with customers or members of the public. Businesses must provide, at their expense, such face coverings for their employees. This provision may be enforced by local governments or local law enforcement as if it were an order pursuant to section 12 or 12-b of the Public Health Law. This requirement shall be effective Wednesday, April 15 at 8 p.m.

Further, as of July 9, 2020, it is New York State law to use a face covering in public places, with very few exceptions. Section 66-3.2 Face-Coverings:

- (a) Any person who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or face-covering when in a public place and unable to maintain, or when not maintaining, social distance.
- (b) Any paying passenger of a public or private transportation carrier or other for-hire vehicle, who is over age two and able to medically tolerate a face covering, shall wear a mask or face-covering over the nose and mouth during any such trip; any employee of such public or private transportation carrier who is operating such public or private transport, shall likewise wear a mask or face-covering which covers the nose and mouth while there are any paying passengers in such vehicle.
- (c) Any employee who is present in the workplace shall be provided and shall wear a mask or face-covering when in direct contact with customers or members of the public, or when unable to maintain social distance. Businesses must provide, at their expense, such face coverings for their employees.
- (d) Business operators and building owners, and those authorized on their behalf shall deny admittance to any person who fails to comply with this section and shall require or compel such persons' removal. Provided, however, that this regulation shall be applied in a manner consistent

with the federal American with Disabilities Act, New York State or New York City Human Rights Law, and any other applicable provision of law.

(e) For purposes of this section:

(i) Face-coverings shall include, but are not limited to, cloth masks (e.g. homemade sewn, quick cut, bandana), surgical masks, N-95 respirators, and face shields.

(ii) A person shall be considered as maintaining social distancing when keeping at least six feet distance between themselves and any other persons, other than members of such persons' household.

Effective Date:

Thursday, July 9, 2020

Statutory Authority:

Public Health Law, Sections 201 & 206 and Executive Order 202.14

VILLAGE OF BROCKPORT FACE COVERING POLICY

- (i) The Village of Brockport will provide adequate face coverings for all employees, officials, contractors, and staff.
- (ii) Face coverings provided by individual employees, officials, contractors and staff will be acceptable as long as they do not have an uncovered ventilator and cover both nose and mouth.
- (iii) Face coverings will be worn at all times when 6 feet of distance cannot be maintained, indoors or outdoors.
- (iv) Face coverings will be worn upon entering any village building and entering any common spaces shared with multiple individuals where unanticipated overlap may occur.
- (v) If proper distancing and or face covering wear is consistently disregarded, disciplinary action is possible, and sick time will not be guaranteed in the event of mandatory quarantining due to COVID-19 exposure.

Thank you for your cooperation and vigilance in keeping each other safe and healthy.

Frequently asked questions, prepared by the New York City Health Department¹

When do workers need to wear a face covering?

Workers must wear a face covering at work, unless they are certain that they can maintain at least 6 feet of distance from all others (co-workers, customers, clients, and others).

Employers must provide face coverings to employees for free, and employees must wear a face covering or have one with them at all times. Your employer may have additional requirements as to when a face covering, or other protection, is needed. Even if 6 feet of distance can be maintained, wearing a face covering as much as possible when working indoors and around other people is strongly recommended.

What type of face covering is better —paper or cloth?

Either a paper or cloth face covering is fine, as long as it covers your nose and mouth. Do not use a face covering with an exhalation valve. Please do not use N95 respirators, as these remain in short supply—it is essential that we save N95 respirators for our health care workers. How often do I need to wash my face covering? We recommend washing once a day by hand or machine using detergent. The face covering should be fully dry before using. People should have a few face coverings so they can rotate for washing. For how long can I use a paper face covering? You can continue to use a paper face covering until it becomes damaged, dirty or wet.

Are there precautions I should take with my face covering?

Using face coverings incorrectly can spread germs. For this reason, it is important to properly wear, store and dispose of face coverings by doing the following:

- Wash your hands for 20 seconds with soap and water or use an alcohol-based hand sanitizer every time you put on

¹ <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-face-covering-faq.pdf> Available online 8-17-2020

and take off your face covering. If you are unable to clean your hands, be very careful not to touch your eyes, nose or mouth.

Do not put face coverings where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.

Do not throw your face covering loose in a bag or backpack. Keep a plastic bag with you to store your face covering if you will be taking it off when outside your home.

Dispose of single-use face coverings in the garbage. Do not throw them on the street.