



Office of the Mayor

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DEAN R. KAUFERT
Mayor

July 28, 2020

Mayoral Order 20-01: Related To COVID-19:

Beginning Thursday July 30th all City employees **will be required** to wear masks when in common areas, when meeting with other employees, or when interacting with the public. (Masks will not be required when in individual office settings working alone)

Decisions will be made by every department to determine the necessity of when masks will be required throughout the workplace and what areas are common areas. (These recommendations will be sent to Lindsay in Human Resources for review). Individual jobs within a department that are outside and have limited contact with other employees and the public will not be required to wear a mask unless they have direct contact with the public.

Members of the public are encouraged to wear masks when entering all government buildings, but will only be required to wear a mask when entering a specific department within any city owned building. This will allow members of the public to access early voting and meetings of the Common Council whether they are wearing a mask or not. We are setting the stage to say wearing masks are ok and will help to contain the spread of this virus. At this time we **will not** mandate a city-wide mask order for the public. We continue to encourage the public to utilize online options, telephone and the drive up window to pay bills or drop off documents in an effort to limit interactions with staff as much as possible.

Masks must cover both the mouth and nose. Masks will be available to all employees if they do not have one. If an accommodation is needed, face shields will also be made available.

Accommodations will be made for anyone who informs the City that they cannot wear a mask because of medical condition, mental condition, or disability. Employees requesting an accommodation should contact Human Resources or the Deputy City Attorney.

Protecting our employees and the public is vitally important during this pandemic. We feel this is a necessary step to ensure the continuation of city operations and necessary services such as Police, Fire, and Public Works, along with all the other valuable entities within our control.

This is a small step we can take to get through these unprecedented times, healthy and safe.

This change will be reviewed at least every 30 days and can be altered at any time if conditions change.

Mayor Dean