



## Face Covering Policy

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On Thursday, July 30, 2020, Governor Tony Evers announced Executive Order #82 and Emergency Order #1 requiring the use of face coverings in enclosed spaces throughout the state of Wisconsin starting on Saturday, August 1, 2020. This order will be followed by our City of West Bend organization.

**Definition of Face Covering:** A piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

### City of West Bend Employees

- The City of West Bend will provide all employees with face masks. Employees are able to use their own face covering as defined by the Emergency Order. Face coverings should be of professional appearance.
- As a condition of employment, all City staff members are required to wear a face covering at all times upon entering any municipal building and when in a common area or shared space (i.e. hallways, open air rooms or cubicles, conferences rooms, City-owned vehicles, etc.).
- Face coverings are recommended in all other settings, including outdoors when it is not possible to maintain physical distancing.
- Employees are exempt from wearing face coverings under the following circumstances:
  - While eating or drinking;
  - When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means; and
  - When alone in an enclosed office or vehicle. An office is defined as a room with four walls and a door.
- In accordance with CDC guidance, employees are exempt from the Face Covering Policy by presenting signed medical documentation for those who have trouble breathing and for individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing.

### Visitors

All visitors will be required to wear a face covering inside any municipal building. The exceptions include those taking part in the August 11 Election and any time when a visitor claims medical exemption.

### Resources

- [Executive Order #82](#) and [Emergency Order #1](#)
- [Face Mask Cleaning Recommendations](#)