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Re: Face Coverings Directive

Following the recommendation of the Citywide Workplace Safety Group, the Bureau of Human Resources Occupational Health Program and the Bureau of Revenue and Financial Services Risk Management Division issue the following directive:

In order to minimize the spread of COVID-19, effective Monday, June 22, 2020, face coverings will be required for all persons in City facilities, work sites, and vehicles.

Oregon Governor Brown issued a mandate on June 17, 2020, requiring face coverings be worn while in indoor public spaces, such as groceries stores and other businesses. This mandate does not apply to the City of Portland as a local government; however, the policy below is consistent with this mandate.

Face coverings are required in the following circumstances:

- In a City owned facility, including space leased to others, and City leased space in facilities owned by others:
 - When entering, exiting or moving throughout the building or leased space (stairwells, elevators, hallways).
 - Talking face-to-face with another person, even if separated by a physical barrier.
 - In common and shared spaces, such as restrooms, lobbies or vestibules, hallways, conference rooms, meeting rooms, print and mail rooms, kitchen and lunch/break rooms, locker rooms, etc. Face coverings may be removed when eating.
 - Whenever an employee is away from their assigned workspace and six feet of distance is not possible.
 - When six feet of distance is not possible in an employee's assigned workspace.
 - Anytime a vendor is working with City staff.
- In the field:
 - In a City vehicle when there is more than one person in a vehicle, regardless of distance in the vehicle.
 - Any time a vendor is working with City staff.
 - When six feet of distance is not possible.
 - Required whenever the job involves employees working together in enclosed spaces (unless an autonomous workgroup is established on an individual bureau basis and such workgroup has established additional levels of health and safety guidance).

In some City facilities and worksites, and in the performance of certain types of work, conventional and approved personal protective equipment (PPE) may be required. Face coverings should NOT be used as



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To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

a replacement for conventional and approved PPE. In those instances, City employees and contractors are expected to wear the PPE required to perform the work.

The State of Oregon defines a “[face covering](#)” as a cloth, paper, or disposable face covering that covers the nose and the mouth. The City will follow the same definition for the purposes of this directive. According to the [CDC’s guidance](#), face coverings are one of several measures that help decrease the asymptomatic spread of the virus. It is important to understand that face coverings may not prevent the spread of coronavirus and face coverings are not a substitute for physical distancing or frequent hand washing.

For Employees:

- Americans with Disabilities Act (ADA) or religious accommodations: If needed, employees should contact their [Human Resources Business Partner](#) (HRBP) to request a reasonable ADA or religious accommodation. The HRBP is responsible for reviewing the request and - with appropriate input from the employee's manager/supervisor, City Attorney’s Office and other relevant stakeholders - determining a reasonable accommodation. Because there are many different work environments and types of work in the City, COVID-related accommodations will be reviewed on a case-by-case basis.
- Through the Emergency Coordination Center (ECC), the City of Portland will provide a total of three face coverings per employee. Each Bureau/Office has a designated supply point of contact who coordinates and receives face coverings from the ECC Logistics Section. Face coverings will be issued by the employee’s bureau the first day an employee reports to a City facility or vehicle for work. Employees will be responsible for the care of the face coverings provided; information on wear and care for face coverings can be found [here](#).
- Employees may provide their own face coverings; however, self-provided face coverings should comply with the State of Oregon’s definition of face covering and with [City of Portland Administrative Rule on Dress, Appearance, and Fragrance in the Workplace](#).

For Vendors, Partners, and the Public:

All persons are expected to wear face coverings to access indoor city facilities, worksites, and vehicles and outdoors at a City facility or worksite where 6 ft of physical distance cannot be maintained; except for children under the age of two. If a person requires access to a City facility, worksite, or vehicle and does not have a face covering, a face covering will be provided. In undertaking City business/activities and providing City services, City bureaus may elect to engage these persons by alternate methods that may not require these persons to physically access City facilities. ADA Title II accommodations will be addressed on a case-by-case basis.

This guidance is subject to revision and updates as necessary.