

New Mask Requirements for City Employees



OR



OR



3-Ply Disposable Mask

KN95 Mask

Strongly recommended in high-risk environments.

Double Masking

Cloth mask over a 3-ply disposable mask **ONLY**.

*Use of N95 masks by City employees must receive prior approval by Risk Management.

In line with recent public health guidance, the City is implementing new mask requirements to help mitigate the rapid spread of COVID-19 [at our organization](#) and [in our community](#).

*Effective today (Tuesday, Jan. 18), City employees will now be required to wear, at minimum, a 3-ply disposable mask while inside City facilities or while riding in shared vehicles.**

For improved protection, employees may also choose to double mask (cloth mask over a disposable mask) or wear a KN95 mask. Employees who work in high-risk environments are strongly encouraged to wear a KN95 mask whenever possible.

N95 masks may be appropriate and/or required in some cases, but *any* use of an N95 mask that has not already been approved must go through [Risk Management](#) for clearance.

For additional details, please see the revised [Risk Management Guidance on Mask Use](#).

**Please note that per the City's new [quarantine protocols](#), this new mask requirement also applies when outdoor mask use is temporarily mandated for employees who have recently tested positive for or were recently exposed to COVID-19.*

Where to Get Masks

Employees are encouraged to use their personal supply of face masks whenever possible, but masks will be made available through the City as well.

3-Ply Disposable Masks

City Supply

Most departments should have an existing supply of 3-ply disposable masks for employee use. If your department does not have a supply of disposable masks, please reach out to your supervisor.

Department leadership should continue to follow the existing COVID-19 supply request procedures when requesting 3-ply disposable masks for their department staff.

Purchasing Your Own Masks

If you are looking to purchase your own disposable masks, make sure you are purchasing 3-ply masks from a legitimate source. [This article](#) from NBC News offers a helpful guide to purchasing the right disposable mask.

KN95 Masks

City Supply

The City's supply of KN95 masks is limited and is currently reserved for employees who work in high-risk environments. In most cases, these are employees who work in public safety and/or in positions that regularly require them to break social distancing in order to perform the essential functions of their jobs.

Department leadership should continue to follow the existing COVID-19 supply request procedures when requesting KN95 masks for their department staff.

Purchasing Your Own Masks

As with disposable masks, please make sure you are purchasing your KN95 masks from a legitimate source. [This article](#) from *The New York Times* offers a helpful guide to purchasing the right KN95 or KF94 mask.