

**TO: All City Employees**

**FROM: Leadership Team**

**DATE: May 19, 2021**

**RE: Mask Guidance Update**

As you likely have heard, Centers for Disease Control (CDC) revised their mask guidance for fully vaccinated persons on May 13, 2021. Governor Inslee, on the same day, declared Washington State would match the CDC mask guidance along with announcing a proposed full re-opening of Washington State by June 30, 2021.

In order to ensure that we continue to provide a safe working environment for employees and to fulfill our obligation to protect the public that we serve, the City will implement the following guidelines on wearing masks for (1) Employees and (2) Public/Patrons.

**EMPLOYEES:** Except for reasons stated further in this email, beginning Monday, May 24, the City will implement the following, as shown in the below chart, for fully vaccinated and non-vaccinated employees.

<b>Fully Vaccinated Employees*</b>	<b>Non-Vaccinated Employees</b>
<ul style="list-style-type: none"> <li>• No mask required indoors or outdoors</li> <li>• No mask required in vehicles</li> <li>• Do not need to maintain 6 feet physical distancing</li> <li>• First Responders must follow dept. guidelines on wearing masks while providing services</li> <li>• May continue to wear a mask (employee's option)</li> </ul>	<ul style="list-style-type: none"> <li>• Mask required unless working alone in an office, or in a cubicle with 6 feet of separation</li> <li>• Mask required in vehicles unless riding alone</li> <li>• Mask required outdoors when unable to maintain 6 feet physical distancing to another person</li> </ul>

*\*Fully vaccinated means:*

- *Two weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or*
- *Two weeks after a single-dose vaccine, such as the Johnson & Johnson (Janssen) vaccine.*

**Employees who are fully vaccinated and wish to stop wearing masks at work, must follow the steps below:**

1. Show your vaccination card to your Department Director or designee (Administrative Staff) by **noon on, Friday, May 21<sup>st</sup>**. If you miss the Friday deadline because you were out of the office, please show a copy of your vaccination card as soon as possible to your dept. administrative staff who will then provide the information to HR.
2. The Department Director or designee (Administrative Staff) will send their list of fully vaccinated employees to HR.
3. HR will keep the lists in a confidential medical file.

Please bear in mind that some employees may choose not to receive the vaccination for various reasons including special medical reasons. Some employees who are fully vaccinated may also choose to continue to wear a mask.

In order to help protect the children we serve in the Parks and Recreation and Library Departments; some employees may be required to wear masks even though they are fully vaccinated. Please work with your directors on mask protocol as outlined below:

**1. Library Operations:**

The Walla Walla Public Library serves patrons of all ages, including children under 12 who are not eligible to be vaccinated at this time. Masks will be required, whether a patron is vaccinated or not, when visiting our Library. Director Erin Wells will work with her team members on mask protocols when engaging with the public.

**2. Recreation Facility Operations:**

Recreation programs, including Memorial Pool, serve patrons of all ages, including children under 12 who are not eligible to be vaccinated at this time. Director Andy Coleman will be working with Parks & Recreation team members on mask protocols for the City's recreation programs and facilities.

**PUBLIC/PATRONS:** Beginning Monday, May 24, the City will implement the revised signage that is posted in lobby areas of City Hall, Service Center, Police and Fire Stations. The revised signage documents will be emailed to Department Administrative Staff for posting, which states:

*Wearing a mask remains required for non-vaccinated patrons and is encouraged but not required for fully vaccinated patrons.*

Since we are in a transition period, there could be modifications to the City's approach. As with everything around COVID-19, please remember to help us practice flexibility, patience, and compassion as we continue this roller coaster ride.

The City of Walla Walla's vision "best of the best of the Northwest" and our core values of Customer Service, Integrity, Stewardship, Excellence, Communication, and Leadership guide us in our actions and responsibility to serve our residents and customers at our City facilities. You model the way for our residents. Thank you for your assistance in ensuring we protect each other and our community.

Please reach out to your Leadership Team, Elizabeth Chamberlain (x 4345), or Pam Taylor (x4319) with any questions.

Thank you,

**The Leadership Team**