



GLYNN COUNTY BOARD OF COMMISSIONERS  
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## HUMAN RESOURCES DEPARTMENT

*A Golden Past.  
A Shining Future.*

### **MEMORANDUM**

TO: Glynn County Employees

FROM: Orah L. Reed, Human Resources Director

DATE: July 2, 2020

SUBJECT: Face Coverings Policy

The health and safety of employees, citizens and visitors is Glynn County's highest priority. The Centers for Disease Control and Prevention (CDC) recommends that face coverings be work to slow the spread of COVID-19. This disease is thought to spread mainly through close contact from person-to-person. Effective Monday, July 6, 2020, individuals entering and inside County buildings will be required to wear a face covering that covers his or her mouth and nose as set forth herein. This policy serves to protect all employees and visitors by providing containment measures for all individuals that may have pre-symptomatic and asymptomatic COVID-19 infection should those individuals come into close contact with others. It is important to remember that wearing a face covering does not eliminate the need to physically distance from each other. The face covering requirement is an important component of Glynn County's overall COVID-19 risk mitigation and response efforts.

The County will communicate ways to perform County business that do not require entry into a County building. For County business that must be done in person, the County will take reasonable steps to provide such in-person service to members of the public who affirm they cannot wear a face covering because they are physically unable to remove such a face covering, have trouble breathing, or must be accompanied by children under age two (CDC states that children under age two should never wear face coverings). The County will communicate the types of acceptable face coverings required for entry into County buildings and instructions by the CDC about how to make such face coverings easily and inexpensively. The County will display information from the CDC explaining or illustrating the proper way to wear and remove face coverings.

## Policy & Procedure:

### Face Covering Requirements

- County employees are required to wear face coverings over the nose and mouth, which face coverings are cloth face coverings as defined by the CDC or are face coverings designed to protect others from infection by the wearer, when in public areas of County buildings and when participating in physical meetings with other individuals within non-public areas of County buildings.
- All other individuals, including members of the public, visitors, contractors, vendors, and volunteers, are required to wear face coverings over the nose and mouth, which face coverings are cloth face coverings as defined by the CDC or are face coverings designed to protect others from infection by the wearer, when entering and while inside County buildings, except as expressly stated in a separate policy, if any, that may apply to certain uses of portions of County buildings, such as courtrooms and polling locations. Any such individuals who do not have a face covering or a face covering meeting these requirements will be provided a disposable face covering at the entry point of the County building.
- At all times when an employee is interacting with the public during their shift, they must wear a face covering. If a service cannot be reasonably conducted with a face covering, it may only be removed if additional risk mitigation is in place (e.g., protective barriers are placed and hand washing/sanitation protocol is developed)
- Any other time that contact within 6-feet of another person is possible while within a County building and protective barriers are not in place, a face covering must be worn. Protective barriers are meant to include cubicle walls, plexiglass dividers, etc.
- If a cloth face covering is worn by the employee, employees are expected to clean the covering after their shift, prior to wearing it again.
- If an employee does not have a covering or forgets their covering when reporting to work, they should use a paper face covering from the distribution at the point of entry to the County building.

### Exemptions from Wearing a Face Covering

Glynn County recognizes there are instances where it is not recommended that certain people wear face coverings. Those who may be exempt from this policy include the following:

- Anyone with a disability that makes it difficult to put on, wear, or remove a face covering.
- Anyone consistently interacting with a person who is deaf or hard of hearing and primarily relies on lip reading.
- Anyone who has been advised by a medical professional not to wear a face covering because of personal health issues. Employees must provide a note from their health care provider to use this exemption.
- Anyone who has difficulty breathing or is incapacitated. Employees must provide a note from their health care provider to use this exemption.
- Children under age two (CDC states that children under age two should never wear face coverings).

### Enforcement and Face Covering Distribution

Employees are expected to follow the face covering requirements. Any employee exemption from this policy will require certification from a health care provider and a request for reasonable accommodation. Employees who fail to follow any of the requirements outlined in this policy may be subject to disciplinary action, up to and including termination. Glynn County will provide disposable coverings to employees as necessary.