



NEW HANOVER COUNTY

COUNTY MANAGER'S OFFICE

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Administrative Memorandum

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Revision (select one):	<input checked="" type="checkbox"/> As Needed <input type="checkbox"/> Annually
Approved By:	Chris Coudriet, County Manager

Face Coverings on New Hanover County Property Policy

I. INTRODUCTION AND PURPOSE

On July 27, 2021 the Centers for Disease Control and Prevention issued recommendations for face coverings in public indoor settings in areas of substantial or high transmission to prevent and reduce the spread of COVID-19.

As of today's date, August 5, 2021 New Hanover County is a community of substantial or high transmission.

In order to ensure the continuity of operations for New Hanover County government services, a face covering policy is necessary for all employees and visitors while conducting business indoors.

II. DEFINITIONS

Face Coverings:

A face covering is a material that covers the nose and mouth. It can be secured to the head with tie or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made, sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. Ideally, a face covering has two or more layers. Cloth face coverings should be washed frequently and should not be used if they no longer cover the nose and mouth, have stretched out or have damaged ties or straps, cannot stay on the face, or have holes or tears in the fabric. Plastic face shields are not considered face coverings for this policy.

III. POLICY

Face coverings that securely cover the nose and mouth are required to be worn by employees, regardless of vaccination status or the ability to social distance from others while conducting county business indoors (including inside county facilities, county vehicles, and any other indoor space). Face Coverings are also required to be worn by visitors inside all New Hanover County facilities.

IV. ORGANIZATIONS/INDIVIDUALS IMPACTED

This administrative memorandum applies to all New Hanover County employees and visitors to New Hanover County facilities.

V. POLICY IMPLEMENTATION

New Hanover County employees are required to wear face coverings that securely cover the nose and mouth while indoors at all New Hanover County facilities. This includes all county-owned vehicles.

Citizens who enter county buildings will be required to wear a face covering, which will be communicated through signage that will be placed on all entrances and by greeters (if applicable).

VI. INTERNAL PROCESSES

If a citizen refuses to wear a face covering, New Hanover County employees should continue to provide superior customer service in an alternative manner such as directing citizens to online or curbside services.

Employees requesting an exemption from this policy of wearing a face covering due to a behavioral condition or disability that may prohibit a face covering from being worn must contact Human Resources for guidance.

Employees that refuse to wear a face covering without an approved exemption will be subject to disciplinary action.

VII. POLICY EVALUATION

The policy will be evaluated in the context of the spread of communicable diseases in our community and in compliance with federal, state, and local orders.