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**From:** NEWTON Nancy  
**Sent:** Monday, July 20, 2020 9:12 AM  
**To:** \*Springfield Employees  
**Subject:** Face Coverings

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good morning,

I wanted to let you know that the City's Return to Onsite Work Playbook, Version 2, is available for you to read on [Springboard](#) and on the City's COVID-19 Information website for employees at <https://www.springfield-or.gov/covid-19/>. The revised playbook addresses the state mandate that requires face coverings, face shields, or masks be worn in all indoor public spaces, including City facilities, effective July 1, 2020.

We also produced a 2-page flyer summarizing version 2 of the Playbook for you to use as a quick reference guide at [https://www.springfield-or.gov/wp-content/uploads/2020/07/CMO\\_Msg\\_COVID\\_Guide\\_Ver2\\_6-30-20.pdf](https://www.springfield-or.gov/wp-content/uploads/2020/07/CMO_Msg_COVID_Guide_Ver2_6-30-20.pdf)

We've had some questions on whether or not face covers are required while inside City facilities. The Executive Team and I agree that this state mandate will apply to all employees entering, exiting, or while inside City facilities, as well as all visitors, patrons, contractors, and vendors inside City facilities, with the following exceptions:

1. Employees who are alone in their own office or cubicle space;
2. Persons under 12 years of age; and
3. Persons who require an accommodation or exemption under federal or state law.

The City's Emergency Operations Center (EOC) has a supply of cloth face coverings, disposable masks, and clear plastic face shields (coming soon) available for City staff, as well as disposable masks for visitors and patrons. If you need some of these items while working at a City facility, please contact your supervisor to request these supplies for you.

If you have any questions or concerns about the Playbook, please contact your supervisor, or submit them by email to Human Resources at [HR@springfield-or.gov](mailto:HR@springfield-or.gov) and put COVID-19 in the subject line.

Thank you,

**Nancy Newton**

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