

MEMORANDUM



DATE: June 1, 2021

FROM: Mayor David H. Roche

TO: City Hall Employees and Staff

David H. Roche, Mayor

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RE: OPENING OF CITY BUILDINGS AND MASK WEARING POLICY

Effective Wednesday, June 2, 2021, all City Buildings will be open to the public. In order to continue to reduce the spread of COVID-19 and its variants, and, in accordance with the CDC and Ohio Department of Health guidelines, **ALL VISITORS** entering any City building under the jurisdiction of the City of Richmond Heights, including, but not limited to, City Hall, the Fire Station, the Police Station, the Service Department Offices **MUST PROPERLY WEAR A FACE COVERING WHEN ENTERING AND WITHIN A CITY BUILDING.**

- Signage will be posted on all exterior doors stating "Masks Required to Enter"

ALL CITY EMPLOYEES under the jurisdiction of the City of Richmond Heights **MUST CONTINUE TO WEAR A FACE COVERING WHEN ENTERING BUILDINGS AND IN COMMON AREAS WITHIN ANY CITY BUILDING** or if the employee's workspace is within six feet of a common area and there is no barrier at least seven (7) feet high surrounding the employee's workspace. "Common area" is an area within a City building generally available to the public or otherwise used by employees and outside of an employee's work space (e.g. reception areas, hallways and other walkways, stairwells, restrooms, and breakrooms). For the Service Department, this does not include and/or apply to the open-air Service Garage.

Employees will further operate under the following restrictions and guidelines in place:

- Daily temperature checks will no longer be required unless symptomatic
- All public interactions must be kept in common areas only. Use:
 - Lobby, Caucus Room, Council Chambers, not your office areas or individual offices
- Remember masks are **MANDATORY** when:
 - Interacting with the public
 - Interacting with fellow employees, unless all employees have been and/or trust the others have been vaccinated
- A face covering must be of cloth or other fabric and cover the individual's nose, mouth, and chin.
- A face covering need not be worn when not advisable for health reasons, while the employee is working alone in a work space sufficiently isolated from other employees or common areas, or under any other circumstance recognized by the Ohio Department of Health.

This Memorandum rescinds and replaces the visitor and employee instructions in the Declaration and Order Requiring Face Coverings in City Buildings dated June 1, 2020.