



NEW HANOVER COUNTY

COUNTY MANAGER'S OFFICE

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Administrative Memorandum

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Approved By:	Chris Coudriet, County Manager

Face Coverings on New Hanover County Property Policy

I. INTRODUCTION AND PURPOSE

On June 24, the Governor of North Carolina announced Executive Order 147: Extension of Phase 2 Order and New Measures to Save Lives in the COVID-19 Pandemic. The order requires wearing face coverings in public spaces, which includes inside and outside of a building, when someone is within six feet of another person.

The Governor's Order does not require citizens to wear face coverings in local government buildings, but New Hanover County wants to set a positive example for the community and reinforce Public Health's guidance that face coverings – if worn by everyone – can help prevent the spread of COVID-19. It is also important to continue providing superior customer service to the citizens we serve.

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.

III. POLICY

Face coverings that securely cover the nose and mouth are required at all New Hanover County indoor and outdoor facilities when individuals are within six feet of another person.

IV. ORGANIZATIONS/INDIVIDUALS IMPACTED

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

V. POLICY IMPLEMENTATION

New Hanover County employees are required to wear face coverings that securely cover the nose and mouth at all New Hanover County indoor and outdoor facilities (including county-owned vehicles) when they are within six feet of another person.

Citizens who enter into county buildings will be asked to wear a face covering, which will be communicated through signage that will be placed on all entrances and by greeters (if applicable). Citizens are required to wear a face covering at our outdoor facilities when they are within six feet of others, except when strenuously exercising.

The Governor has asked North Carolinians to follow the honor system to identify if they are exempt from wearing a face covering. If a citizen indicates they are exempt from wearing a face covering or they refuse to wear a face covering, New Hanover County employees should continue to provide superior customer service while trying to maintain six feet of social distancing.

VI. INTERNAL PROCESSES

Employees who meet the Governor's stated exemptions may request an exemption through their supervisor. The exemptions include:

- A medical or behavioral condition or disability and cannot wear a face covering (including, but not limited to, any person who has trouble breathing, or is unconscious or incapacitated, or is otherwise unable to put on or remove the face covering without assistance;
- Under eleven years of age
- When actively eating or drinking
- When strenuously exercising or swimming
- When seeking to communicate with someone who is hearing-impaired in a way that requires the mouth to be visible
- When giving a speech for a broadcast or to an audience
- When working at home or alone in a vehicle
- When temporarily removing his or her face covering to secure government or medical services or for identification purposes
- Would be at risk from wearing a face covering at work, as determined by local, state, or federal

regulators or workplace safety guidelines

- Has found that his or her face covering is impeding visibility to operate equipment or a vehicle
- A child whose parent, guardian, or responsible person has been unable to place the face covering safely on the child's face
- Children under two years of age should not wear a face covering

Supervisors must notify department heads of all employee exemptions. Supervisors and department heads must maintain confidentiality regarding reasons for employee exemptions.

VII. POLICY EVALUATION

The policy will be evaluated in the context of the spread of COVID-19 in our community and in compliance with federal, state, and local orders.