



## NEW BERN

NORTH CAROLINA  
303 First Street, P.O. Box 1129  
New Bern, NC 28563  
(252) 639-7571

TO: All Employees

FROM: Sonya H. Hayes  
Director of Human Resources

DATE: June 26, 2020

RE: **COVID-19 and Face Covering Requirement**

According to the latest updates provided by NC Department of Health and Human Services, there has been a surge in the number of COVID-19 cases in NC. You are certainly to be commended for doing your part in minimizing the impact of COVID-19 within our workplace and our community. However, it is imperative that you continue to take active steps by following recommended protocols to reduce the transmission of communicable diseases in our workplace. Please be reminded of the following:

- Stay home when you are sick and experiencing respiratory symptoms of the flu, acute respiratory illness or COVID-19 (i.e. fever, cough, sore throat, runny or stuffy nose, body aches, headache, new loss of taste or smell, nausea or vomiting, diarrhea).
- You should seek guidance from your medical provider about when you are allowed to return to work after you are fever free without the use of fever-reducing medicines. You may be required to provide a note from your medical provider prior to returning to work.
- Employees who report to work ill and/or experiencing respiratory symptoms of the flu, acute respiratory illness or COVID-19 (i.e. fever, cough, sore throat, runny or stuffy nose, body aches, headache, new loss of taste or smell, nausea or vomiting, diarrhea) will be sent home.
- Avoid people who are sick with respiratory symptoms.
- If you have been exposed to someone who has tested positive for COVID-19, you should **not** remain at work or report to work. **You are required to notify your supervisor. In addition, you are required to immediately contact the Human Resources Department to seek guidance by calling (252) 639-7571.**
- The City of New Bern Health Plan covers COVID-19 diagnostic testing at 100% with no cost to the plan participants. All treatment will be covered the same as any other illness.

- Wash your hands frequently with warm, soapy water for at least 20 seconds or clean your hands often with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- When you cough or sneeze, cover your nose and mouth with a tissue and promptly dispose of the tissue in a waste basket. If a tissue is not available, cough or sneeze into your upper sleeve, not your hands.
- Clean frequently touched surfaces.
- Practice social distancing which includes remaining out of congregate settings, avoiding mass gathering, and maintaining distance (approximately 6 feet) from others when possible.

### **Face Coverings Required**

On Wednesday, June 24, 2020, Governor Roy Cooper issued Executive Order 147, which includes a face covering requirement to slow the spread of COVID -19 during the pandemic. This Order is effective Friday, June 26, 2020 at 5:00pm at which time the City of New Bern will require all employees, while engaging in work, to wear face coverings in public spaces, whether inside or outside, where physical distancing of six feet is not possible.

Some examples of instances when you will be required to wear a face covering while at work include, but are not limited to:

- Working within six (6) feet of another individual;
- Working in a trench;
- Riding in the cab of a truck with a passenger(s);
- Responding to calls for service when one or more passengers are in the vehicle.

An appropriate cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of material, such as cotton, silk, or linen. If you have a face covering you prefer to wear, you are permitted to do so. Permission for employees to wear face coverings with graphics or wording will be granted at the discretion of the Department Head and must be consistent with the intent of the City of New Bern Uniform Policy. You may click [HERE](#) to view the Uniform Policy. If you do not have a face covering, the City will provide a face covering to you, as supplies are available.

Employees who are unable to wear a face covering due to any medical or behavioral condition or disability are not required to wear a face covering. However, employees who fall into this category will be required to sign the “Face Covering Exception Acknowledgement” form below and immediately return it to the Human Resources Department by emailing the completed form to [mairc@newbernc.gov](mailto:mairc@newbernc.gov).

It is my sincere hope that each of you remains safe and healthy during this challenging time. Please do not hesitate to contact me at (252) 639-7571 if you have questions.

**FACE COVERING EXCEPTION ACKNOWLEDGEMENT**

Name (Please print): \_\_\_\_\_

Position Title: \_\_\_\_\_

Department/Division: \_\_\_\_\_

I acknowledge that I have reviewed the City of New Bern’s requirement for all employees to wear face coverings effective June 26, 2020 at 5:00pm. However, I fall into an exception category and am unable to wear a face covering while engaging in work.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date