



TO: All Town of Harrisburg Employees

FROM: Tihisha Sharif, Human Resources Director, PHR, SHRM-CP

SUBJECT: **USE OF MASK POLICY (Effective 5/22/2020/Amended 7/1/2020)**

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As a continued effort to ensure our employees are safe and doing our part to minimize the risk of exposure to each other and the public we are implementing a protocol on the use of masks in the workplace and when it is appropriate and required.

We strongly encourage, but not require all employees to use masks whether they have the capability to social distance or not. Those employees who are unable to social distance while performing their work responsibilities are required to wear masks. Also, any employee who is out in a public place (**all public facing locations to include, but not limited to; stores, restaurants, parks, streets, and anywhere visible to the public, etc.**) during working hours or during any time when wearing a Harrisburg branded attire must also wear a mask. Each department should have access to medical/surgical masks for use. We have also distributed to each department a pack of 5 reusable/washable masks for each employee. Employees are also able to wear homemade face coverings as long as it appropriate for the workplace.

Those departments who require the use of N-95 mask by employees when performing certain functions of their job per their PPE protocol will remain in place.

**As a result of the governor's masks/face covering mandate implemented June 26, 2020 at 5pm, the Town will require the use of masks/face coverings at all times regardless of your ability to social distance with the following exceptions:**

- **Alone in your office**
- **Alone in your vehicle**
- **The need for quick heat breaks out of public's view (socially distanced) to catch your breath or prevent other injury/illness as a result of breathing restriction.**
- **Eating or drinking (socially distanced)**

**Amended policy will remain in effect as long as the governor has a mask/face covering mandate. Once the mandate expires, the original above policy will go back into effect.**

Thanks, and please understand our utmost priority is to ensure the safety of all employees.

It is important for everyone to understand that not abiding by the above policy will be considered detrimental conduct under the Town's personnel policy (see pages 41 &42). Please understand a policy violation under detrimental conduct is subject to disciplinary action up to and including termination of employment. Supervisors are required to enforce this policy as with all other policies and if found in violation of not enforcing the policy they will also be subject to disciplinary action up to and including termination of employment. For your convenience I have attached the language in the policy:



## **Disciplinary Action**

### **Section 4. Disciplinary Action for Detrimental Personal Conduct**

Normally, the Department Head or Town Manager would place the employee on non-disciplinary suspension prior to making a disciplinary determination to allow time to gather facts regarding the detrimental personal conduct and make a determination regarding the severity of the conduct.

With the approval of the Town Manager, an employee may be placed on disciplinary suspension, demoted, or dismissed without prior warning for causes relating to personal conduct detrimental to Town service in order to:

- 1) avoid undue disruption of work;
- 2) to protect the safety of persons or property; or
- 3) for other serious reasons.

In unusual circumstances, a department head or designated supervisor may, with or without prior approval, suspend employees for the remainder of the work day. In such cases, the department head shall immediately notify the Town Manager.

### **Section 5. Detrimental Personal Conduct Defined**

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the Town may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of any government may be or have been violated.

*Examples of detrimental personal conduct include, but are not limited to, the following:*

- 6) Willful or wanton acts that endanger the lives and property of others;
- 15) Stated refusal to perform assigned duties, flagrant violation of work rules and regulations, or serious malfeasance of work.