



INFORMATION SHARING REPORT

September 28, 2020

Face Covering and City of Punta Gorda Staff:

The recent order from Governor DeSantis allows restaurants to operate at 100% of capacity and removes the implementation of fines or penalties for those violating a mask ordinance. This does not change staff requirements that have been in place for face coverings;

Exceptions: The current ordinance contains an exhaustive listing of exceptions that may be allowed. The ordinance will be posted in common areas, and employees should make themselves familiar with the terms and conditions that it specifies.

1. Definitions: The ordinance clarifies what is meant by “face covering,” “social distancing,” and “indoor public place.” Those definitions form the basis for City employees’ actions related to their compliance with the ordinance.
2. For all intents and purposes, all employees who work in a City Building, or where their primary place to report for work is a City Building, they are doing so in an “indoor public place.” That means that if an employee enters a City Building, for whatever purpose, they must be wearing face covering, as specified in the ordinance.
3. Employees whose work is limited primarily to an office:
 - a. **ENTRY AND EXIT:** As they enter and leave the building, especially buildings where entrance and exit is primarily through a lobby area, employees should be wearing face covering as specified in the ordinance, and should continue wearing face covering until they reach their primary work space.
 - b. **PERSONAL WORK SPACE:** If the employee’s work space is situated in such a way that social distancing is a matter of reasonable certainty, they may then remove the face covering. Reasonable certainty can include cubicle walls, enclosed offices, or other physical barriers where exposure to their customers and co-workers is minimal.
 - c. **LEAVING PERSONAL WORK SPACE:** When an employee leaves their personal work space, as described above, they should put their face covering back on, or have it readily to-hand, in anticipation of encountering customers or co-workers, and being able to maintain social distancing guidelines may be compromised. Such instances are more frequent than most will recognize: narrow hallways, stairs, restrooms, or meeting rooms that might preclude the ability to socially distance.
 - d. **MEETINGS:** Any time when conducting business with customers, co-workers, or others, City employees should wear a mask. If social distancing is readily available, employees should still ask others if it would be appropriate to remove their face covering. Employees should not assume that because physical social distancing conditions exist, that those with whom they are interacting are fine with the employee removing their facial covering.

Opportunity to support SWF Blue Star Mothers:



Ramona Peters from the Wastewater Collection Department wants to share this opportunity to support the SWF Blue Star Mothers through the purchase of wreaths to be placed at Sarasota National VA Cemetery. Reach out to Ramona with any questions. The form is attached.