



COVID-19 Update for Employees

In response to the ongoing COVID-19 emergency, and the latest Governor's Executive Order #180, effective at 5:00 pm on Wednesday, November 25th, we wanted to remind everyone that it is the Town's expectation that every employee adhere to the current North Carolina Executive Orders, the guidelines published by the Centers for Disease Control (CDC) and the North Carolina Department of Health and Human Services (NCDHHS).

The new order will remain in effect until December 11, 2020 at 5:00 pm.

Highlights of the Most Recent Order:

- A face covering will now be required in all indoor settings if there are non-household members present, regardless of the distance away. **This includes our workplace.**
- The executive order's face covering requirements are now enforceable by law enforcement against individuals.

Under previous executive orders, face covering requirements were enforceable only against businesses or organizations that failed to enforce the requirement to wear face coverings. Law enforcement continues to have this authority under this Order.

- In indoor gyms and fitness facilities, face coverings are now required when people are exercising.
- In restaurants, guests are required to wear face coverings at their table unless they are actively eating or drinking.

Ongoing Guidelines:

- Continue to Practice the 3 W's
 - Wear a Mask
 - Wait 6 feet apart
 - Wash Hands Frequently
- Stay home when you are not feeling well.
- Visitors to Town owned buildings will be required to wear a face mask upon entry.
- Employees will be expected to wear a cloth face covering when in any public setting during their regular workday. This might include fueling a town-owned vehicle or going into a store from which supplies are being picked up to complete the work of the Town or attending a meeting in Town Hall or other public space.
- Individuals are not required to wear a face covering when alone at their workplace, an indoor setting, or an outdoor setting.

- Employees That Work Together or On a Crew - cloth face coverings are required when more than one employee is riding in the same vehicle. Examples of this will be when Police Officers are riding in a vehicle with a Field Training Officer or transporting a suspect for any reason.

In addition, employees working where two or more employees are less than six feet apart should all wear cloth face coverings. This might include working together on maintenance or repairs or attending a meeting in Town Hall.

Face coverings are not required to be worn in the following situations:

- **If the employee - has a documented medical or behavioral condition or disability and has specifically been excluded from portions of this policy by Human Resources** (Please see HR for additional information)
- Is actively eating or drinking
- Is seeking to communicate with someone who is hearing-impaired in a way that requires the mouth to be visible
- Is giving a speech for a broadcast or to an audience
- Is working at home or is in a personal vehicle, or is riding alone in a Town owned vehicle
- Is 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 regulations or workplace safety guidelines
- Has found that his or her Face Covering is impeding visibility to operate equipment or a vehicle

Additional Resources:

Click Here For More Information on the latest [Governor's Order](#)

Click the Icons Below To Check Your Symptoms and Find a Testing Center

