

From: [Mayor](#)
To: [Mayor](#)
Subject: COVID-19 Update: Wearing Masks at Work
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The City of Spokane COVID-19 News Update for June 2

Information about Coronavirus Disease 19 (COVID-19) is evolving rapidly. We want to make sure our City employees have up-to-date information. We will provide this update, as needed, to communicate what you need to know, while we work to reduce the spread of this disease in our community and continue to provide critical public services.

Wearing Masks at Work

As our employees who have been teleworking start to come back to the office, they will notice some changes. One of these changes is the wearing of a cloth mask when social distancing can't or is unlikely to be achieved. Masks will be provided to employees by the City upon their return to work on site at a City facility. This article is designed to provide the necessary training for employees on this use of this PPE.

Why wear a cloth mask?

Coronavirus can spread into the air on tiny particles of saliva when an infected person breathes, talks, coughs, or sneezes. These tiny particles usually travel around 6 feet. Many people who are infected don't have noticeable symptoms (are asymptomatic), so they might spread the virus to others without knowing it.

Cloth masks help keep particles you exhale from escaping into the air, decreasing the chance of transmission to others. Cloth masks may not protect the wearer, but they may keep the wearer from spreading the virus to others. The illustration below demonstrates how wearing cloth face coverings can reduce the chances of transmission.

When should a cloth mask be worn?

Cloth masks must be worn in City facilities whenever 6 feet of social distancing cannot or is not likely to be achieved. Some examples of when to wear cloth masks include:

- When entering or exiting a City facility.
- When using shared spaces, such as conference rooms, kitchens, elevators, bathrooms, stairwells.
- When approaching another coworker at their workspace.
- Staff working at public counters.
- Visitors coming in for day-to-day interactions and meetings with City staff.

How to properly wear a cloth mask

- Wash your hands before putting on the face covering.
- Put over your nose and mouth and secure it under your chin. Try to fit it snugly against your face.
- Avoid touching the front of the face covering when putting it on, handle by the ear loops or ties.
- Make sure you can breathe easily.
- Wash hands immediately after removing.

Care and storage of cloth mask

- Wash cloth face covering daily.

- Wash face covering by including in regular laundry.
- Dry in dryer with regular laundry on high heat setting, or lay flat and allow to completely dry.
- Store in a plastic bag or other container when not in use.

Dealing with the Protests and Resulting Violence & Rioting

Spokane set a powerful example throughout the day on Sunday for how a community peacefully and respectfully supports each other—and the nation—when we are hurting. Most of us cannot begin to understand the depths of anguish and anger caused by the inexcusable actions in Minneapolis; we stand in support of those across our city and country in saying we have to expect and do better as a nation.

Unfortunately, after most protesters went home, a group stayed and engaged in criminal activity. We had looting and violence that required our SPD officers to work to control the situation. City Hall workers were asked to work from home on Monday. *(If anyone has trouble coding their time for Monday, please reach out to HR.)*

The events in Spokane and in other cities have affected us all. It is essential to know that the City provides a resource to support individuals in the processing, management, exploration of the emotions they may be experiencing.

The EAP is available to offer telephone consultation and help connect to local counselors should you desire to schedule a telephone, face-to-face (where permissible), or video appointment. Appointments are confidential and available at no cost to the employee. Additionally, the [EAPHelplink](#) website has posted some information and resources related to Dealing with Conflict, Listening, Keeping Conflicts Constructive. Use the company code: **CITSPO**

In case you missed it - Post Street Bridge Reconstruction

Reconstruction of the Post Street Bridge is scheduled to begin as early as June 15. We are excited to begin this project, which is the largest single construction project that will start this year. The work will change how our employees—and eventually our visitors—will get to City Hall.

Here's what happens once construction begins:

- The **bridge will be closed completely** to all users—that means pedestrians and bicyclists since the bridge has been closed to vehicular traffic for the last year.
- People who park on the north side of the Spokane River and work in City Hall will need to walk across the **Monroe Street Bridge** or the **Howard Street Promenade** in Riverfront Park to get to City Hall.
- The **east half of the Bosch lot** (Riverfront Park Lot 7 at Lincoln & Summit Blvd.) will be closed to serve as a lay down area for the construction. That means only the west half of the lot will be available for parking.
- **Parking will be limited on Post Street** and **Lot 6 in Riverfront will be closed**. Don't expect to be able to park close to the building, as result.
- We have routed the **Centennial Trail around the construction** and have included a paved path through the Bosch lot to connect people from Lincoln, around the construction and to the trailhead in Veterans Park, on the south side of Summit Boulevard between Lincoln & Monroe.

[Our detour map shows this all visually.](#) Thanks for your patience.

Employee Information Portal (covid19.spokanecity.org/)

Remember, this Employee Information Portal is a great resource for employees to stay current on what's happening with the COVID-19 response. The [Employee Information Portal](#) can be accessed from work or home, using a computer or mobile device. All of the emailed information we have sent to employees is archived here.

