

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: May 28, 2021

TO: Top Management

FROM: Mark Washington, City Manager 

SUBJECT: **City Manager Administrative Order 2021 – 08: Employee Masking in the Workplace**

As the City evaluates operations based on state and federal guidance, it's important to consider the ongoing health and safety of our workforce. This is based on scientific findings as we learn more about COVID-19 and the effectiveness of vaccinations.

Effective June 1, 2021, the City of Grand Rapids will no longer require vaccinated employees to wear face coverings or masks while in the workplace. Unvaccinated employees must continue to wear protective face coverings as outlined in Administrative Order 2020-12 and in accordance with MIOSHA Rules filed on May 24, 2021.

Vaccinated employees who wish to continue protective measures through masking may do so.

Confirmation of Vaccination Status

Vaccinated employees who wish to discontinue masking in the workplace must [report their vaccination status](#) and provide a copy of their CDC "COVID-19 Vaccination Record Card" or other medical verification to Risk Management prior to doing so. Risk Management will verify vaccination status and provide a report to each department of verified employees who are eligible to opt out of masking.

Employee Concerns

Any employee with specific concerns regarding whether a co-worker is eligible to report to work mask-free should do so through their appropriate supervisory chain. Supervisors will verify the employee's eligibility through Risk Management.

Public Interaction

Understanding there is no legal means that the City can require verification of vaccination for the provision of service to the public, departments may request that an individual wear a mask, but cannot require it for service. Departments may continue the practice of moving specific public interactions with unmasked individuals to an appropriate space where distancing is possible.

Internal City Meetings and Incidental Gatherings

Internal city meetings are governed by the gathering restrictions outlined in the most recent MDHHS rules, which stipulate:

- a. Indoor meetings are limited to 25 persons or 50% of a room's capacity, whichever is greater.
- b. Outdoor meetings are limited to 300 persons.
- c. These limitations do not apply to incidental workplace gatherings that might occur during the work day, such as in break rooms or shift transitions.

This Administrative Order shall remain in effect through October 14, 2021 unless superseded by modified state/federal guidance or rules.

cc: Eric DeLong, Deputy City Manager
Doug Matthews, Assistant City Manager
Molly Clarin, Chief Financial Officer
Desiree Foster, Human Resources Director