

# MEMORANDUM

CITY OF GRAND RAPIDS

**DATE:** August 10, 2021

**TO:** Top Management

**FROM:** Mark Washington, City Manager 

**SUBJECT:** **City Manager Administrative Order 2021 – 09: Employee Masking in the Workplace**

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In response to the recent rise in prevalence of the Delta variant of the COVID-19 virus in Kent County, the City will require all employees to begin wearing protective face coverings where work is indoors and maintenance of six feet of distancing is not possible. This requirement encompasses both vaccinated and unvaccinated employees, as available data shows transmissibility from vaccinated individuals to others, regardless of whether the individual is symptomatic.

Data indicates that well over 90% of recent COVID-19 cases that require hospitalization are among those who have not been vaccinated. Our primary concern is with the health and safety of our employees and those we serve, and we continue to encourage vaccination among the workforce as the single best protective measure to ensure this is possible. Allowances for vaccination outlined in Administrative Order 2021-01 remain in place and we encourage every employee make arrangements to receive the vaccine.

### **Public Interaction**

Understanding there is no current legal order from federal or state agencies to require masking by the public, departments may request that an individual wear a mask when receiving service. We cannot, however, 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.

### **Public Meetings**

We are presently evaluating how CDC recommendations may affect official proceedings at public meetings. All staff attending meetings open to the public are required to wear protective face coverings. Community members attending meetings will be requested to do the same, and will be provided masks if needed.

This Administrative Order shall remain in effect through October 14, 2021 or until such time that Kent County is no longer classified in the “substantial” risk category or higher by the Centers for Disease Control.

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