



DATE: April 20, 2020
TO: Chabot-Las Positas Community College District
FROM: Interim Chancellor Ronald Gerhard, CLPCCD
SUBJECT: COVID-19 New Alameda County Health Order

Dear Colleagues:

According to the latest [Alameda County Health Order No. 20-08](#), starting today, all essential personnel will be required to wear a face covering at the workplace. A “face covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. *Please speak to your supervisor for approval of your personal face covering or issuance of a face covering (district has limited supplies). This new order requires essential personnel to wear a face covering in the following situations whether inside or outside while at the workplace:

- interacting in person with any member of the public;
- working in or walking through common areas such as hallways, stairways, elevators, and parking facilities; or
- in any room or enclosed area when other people (except for members of the person’s own household or residence) are present.

A Face Covering is not required when a person is in a personal office (a single room) when others outside of that person’s household are not present as long as the public does not regularly visit the room. But that individual must put on a Face Covering when coworkers are nearby, when being visited by a client/customer, and anywhere members of the public or other coworkers are regularly present.

** Examples of Face Coverings include a scarf or bandana; a neck gaiter; a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise; or a mask, which need not be medical-grade. A Face Covering may be factory-made, or may be handmade and improvised from ordinary household materials. The Face Covering should be comfortable, so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face. For as long as medical grade masks such as N95 masks and surgical masks are in short supply, members of the public should not purchase those masks as Face Coverings under this Order; those medical grade masks should be reserved for*

health care providers and first responders. In general, even when not required by this Order, people are strongly encouraged to wear Face Coverings when in public. Also, for Face Coverings that are not disposed of after each use, people should clean them frequently and have extra ones available so that they have a clean one available for use.

We continue to respond to additional information and orders from Alameda County regarding COVID-19.

We appreciate your cooperation and understanding.

Regards,

Ron Gerhard
Interim Chancellor