



## Workforce Innovation and Opportunity Act (WIOA) Administrative Guidance #113

**Subject:** Cloth Face Covering Practices to Slow the Infection COVID-19

**Effective Date:** May 21, 2020

### **Background and Purposes:**

The Centers for Disease Control (CDC) recommends wearing cloth face coverings in settings where other social distancing measures are difficult to maintain to mitigate the potential spread of the virus. The purpose of the face covering is to protect others from the wearer's pathogens. The face covering should fit snugly to cover the nose and mouth.

Virginia Career Works Centers in the Capital Region are considered Henrico County facilities (regardless of their location) because the leases are held by the County, which also serves as the grant recipient and fiscal agent for the federal WIOA funds in the region.

As such, the following **required** practices shall apply to all staff stationed in or visiting the centers to conduct work, which includes staff of County-paid contractors providing services, stationed in or visiting the centers for work purposes, partner agency staff occupying space in the center, and partner staff visiting the centers to conduct work on site.

### **Required Practices:**

1) When Walking from any Vehicle or the Parking Lot to a Center:

Upon exiting their vehicle, employees who are entering a center where they will walk within six (6) feet of others must don their cloth face covering and wear it until entering their assigned workstation.

2) When in Center Hallways:

Employees must don face coverings whenever they walk through common areas or move closer to others and a minimum six (6) foot distance between other individuals cannot be maintained.

3) When in Group Meetings:

When meeting attendees are seated in a manner that maintains a minimum six (6) foot distance between attendees, face coverings may be removed until the meeting ends. When the layout of the room or the location does not allow for this spacing, attendees must don a face covering for the duration of the meeting. In addition, when attendees walk to and from the meeting location and where a six (6) foot minimum distance cannot be maintained, they must wear a face covering.

4) When in Individual Offices:

Employees who are assigned to an individual office are not required to wear a face covering when alone in their office, and when a minimum six (6) foot distance can be maintained between the employee and the doorway of the office. Face Coverings are required when visiting another office and a minimum six (6) foot distance cannot be maintained.

5) When in Office Areas with a Cubicle Layout:

Employees who work in locations with assigned cubicles must wear face coverings whenever a minimum six (6) foot distance between individuals cannot be maintained. This includes but is not limited to, walking to and from break areas, restrooms, other employee cubicles, common work areas and doors to hallways or outside the building.

6) When in Breakrooms, Restrooms or Other Common Work Areas:

Face coverings will be worn in all breakrooms, restrooms, and other common work areas whenever a minimum six (6) foot distance between individuals cannot be maintained. This includes walking to and from these areas.

**Employees stationed in or visiting the centers to conduct business should ask their supervisor or the One-Stop Operator if there are questions or concerns regarding these practices. If an employee does not have a covering or their employer is not providing coverings to their employees, the Workforce Development Board will do so.**

  
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Brian K. Davis, Executive Director