



City of Galveston

TO: All City of Galveston Employees
FROM: Kent Etienne Jr., Executive Director
DATE: May 14, 2021
SUBJECT: Discontinuation of Required Use of Masks



Masks in the Workplace

It is the established goal of the City to diminish risk of transmission of COVID-19 at all times. In accordance with the [Governor's Executive Order No. GA-34](#) and CDC Guidelines for those that are fully vaccinated effective May 13, 2021, all fully vaccinated City employees, elected officials, and visitors are no longer required to wear protective masks or observe physical distancing in City facilities. Employees and visitors should be mindful of the following:

1. City employees that are fully vaccinated are no longer required to wear masks in City facilities. Employees that are **not** fully vaccinated are strongly encouraged to wear masks while in City buildings.
2. City employees are no longer required to wear masks when outdoors. Those that are **not** fully vaccinated are encouraged to wear masks when social distance cannot be maintained.
3. Fully vaccinated employees traveling in City vehicles/equipment with multiple passengers are no longer required to wear masks within the units. Employees that are **not** fully vaccinated are strongly encouraged to wear masks while in City vehicles/equipment with multiple passengers.
4. Visitors will continue to be required to check temperature and sanitize hands prior to entering City Facilities.
5. Visitors that are **not** fully vaccinated are strongly encouraged to wear masks while in City buildings.

The CDC considers people to be fully vaccinated when they meet the following standards:

1. Two weeks after their second dose in a two-dose series, such as Pfizer or Moderna vaccines, or
2. Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.
3. If you have a condition or are taking medications that weaken your immune system, you may NOT be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all precautions.

Reducing the Spread of COVID-19 in the Workplace

Please note that while masks are no longer mandatory the City still encourages other mitigation efforts such as frequent handwashing, and self-isolation when sick. The City advises all to take measures consistent with recommendations of the Centers of Disease Control and Prevention ("CDC") and Galveston County Health District. Employees are encouraged to adhere to the following minimum standards:





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Clean hands often

[Wash hands](#) often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

Avoid close contact with people who are sick. If not fully vaccinated, be sure to maintain social distance from others when feasible.

Stay home if sick

Stay home if you are sick, except to get medical care. Be sure to monitor [symptoms consistent with the COVID-19 virus](#) and follow guidance from the Galveston County Health District regarding [what to do if you are sick](#).

Cover coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Be sure to throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect Workstations & Common Areas

Clean AND disinfect frequently touched surfaces regularly. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

