

11/Dec/2020

Re: MWAA COVID-19 face covering policy change

All:

The Airports Authority (AA) (DCMP2 Rail Office) would like to make you aware that a new directive from its Human Resources will be issued shortly that may affect your employees working on the Rail Project. Human Resources is in the process of strengthening the policy concerning the wearing of face covering while in AA offices or on AA Projects. The language of the updated policy can be found below which requires face coverings to be worn at all times in AA facilities, with very limited exceptions.

Effective December 14, employees working in cubicles will now be required to wear face coverings while in their cubicles or in offices if the door is not closed.

Face coverings, worn properly over the nose and mouth, are required to be worn at all times in all Airports Authority facilities, both public-facing and in non-public areas, without exception\*. A limited number of special circumstances are outlined below:

- If you are by yourself in an enclosed office with the door closed, you do not need to wear a face covering\*. If someone opens your door or enters your office, you are required to put a face covering on. If you step out of your office you are required to wear a face covering.
- If you are working alone outside, you are not required to wear a face covering; but if someone comes within six feet of you, you are both required to wear your face covering.
- If you have a medical reason and are unable to wear a face covering, contact your supervisor.

In the interest of a safe workplace, failure to comply with these policies may result in corrective action.



*\*Cubicles are not considered offices under this policy; occupants of cubicles are required to wear a face covering the entire time they are occupying a cubicle.*

If you have any questions or concerns please email the DCMP2 COVID19 Team at [COVID19\\_Safety\\_Questions](#).