



HUMAN RESOURCES

Quality Services for a Quality Community

MEMORANDUM

TO: All City of East Lansing Employees

FROM: Shelli Neumann, Human Resources Director

DATE: March 10, 2022

SUBJECT: Updated Mask-Wearing Workplace Rules

City of East Lansing
HUMAN RESOURCES
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Effective Monday, March 14, 2022, mask wearing will be optional for City employees, regardless of vaccination status, in some work settings. This change in masking requirements is based on updated guidance from the [Centers for Disease Control and Prevention](#) and [State of Michigan](#). People can choose to mask at any time.

INSTANCES WHERE MASKS ARE REQUIRED:

- Gatherings/meetings with five or more people within City facilities
- Certain Parks & Recreation Programs, including all School Age Child Care programs; Swim Instruction (face shields)
- Medical first responders and other City staff who work in the field may continue to follow masking protocols related to their specific work requirements
- Temporary masking for employees approved to return from COVID-19 related quarantine or isolation, per the Ingham County Health Department Workplace Guidelines (Return to work should continue to be coordinated with your manager and HR.)

As we relax the mask-wearing requirement, we ask for your continued patience. It remains important to continue to maintain good hygiene to stop the spread of germs at work. Please remember to:

- Cover your mouth and nose when you sneeze or cough.
- Clean your hands often.
- Clean shared surfaces and equipment often.
- Avoid touching your eyes, nose, or mouth.
- Stay home when you are sick and check with a health care provider when needed.

Thank you for your patience and kindness as we continue to make changes within our workplace. Please contact your manager or HR if you have any questions.