



July 15, 2020

MEMORANDUM

TO: Leadership Team

FROM: Beth Thedy, Ed.D., Deputy Superintendent *ETH*
Chief Human Resources Officer

RE: Face Covering Expectations

Brevard Public Schools expects employees to follow the guidelines provided below concerning the wearing of face coverings. This expectation is based on guidance from the [Centers for Disease Control](#) and [Florida Department of Health](#). Since moving to remote learning in March, BPS has prioritized protecting the health of our workforce. This memo serves as guidance regarding our expectations and to delineate what employees can expect from their peers based on these expectations for face coverings.

Your leadership is critical in ensuring these expectations are met with consistency and fidelity. Modeling this expected practice will increase the likelihood employees will rise to this expectation.

	<i>Required versus Expected</i>
Everywhere	<p>If you are a contact to a COVID case, you are required to wear a face covering for 14 days from the last day of contact with the person who tested positive.</p> <p>If the essential functions of your job require you to travel from site to site, or workspace to workspace you are required to wear a face covering.</p>
Public Areas	<p>In public areas, such as walkways, restrooms, cafeteria, or conference rooms, where social distancing is not possible, a face covering is expected. Wearing a face covering protects everyone with whom you have contact. As compromised immune systems are not always evident, supporting taking this precaution protects everyone.</p>
Shared Workspaces in which social distancing is not possible	<p>For mandated meetings, if there is no ability to social distance and the space will be shared for longer than 15 minutes, employees are expected to wear a face covering. For all other meetings, face coverings are recommended.</p>
Personal Workspaces	<p>There is no expectation that employees working in their personal workspace, i.e. cubicle or office, should wear a face covering. However, other employees entering that workspace are expected to wear a face covering, as is the employee when entering someone else's personal workspace.</p> <p>If any employee is uncomfortable with someone in a personal workspace not wearing a face covering, the meeting should be rescheduled for a public area where social distancing can be maintained or postponed until a face covering is available.</p>

As always, I appreciate your continued leadership in these ever-changing times. Our goal with the face covering expectation is to keep our employees, students, and visitors to our campuses healthy and safe. I appreciate you and your leadership!

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