

Victoria Simmons

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Cc: ftf; ptf; class; managers

To: All Full-time Faculty, Adjunct Faculty, Classified Staff, & Administrators

Hello Everyone,

I hope your summer session is going well and that you found ways to both relax and celebrate the Fourth of July holiday.

I wanted to send out a reminder that on June 18, 2020, Governor Newsom issued an order requiring everyone to wear face coverings when in public. In carrying out Governor Newsom's order, the California Department of Public Health's [June 18 and June 29, 2020 Guidance for the Use of Face Coverings \(Guidance\)](#) specifically notes the following:

People in California must wear face coverings when they are in the high-risk situations listed below including:

- Inside of, or in line to enter, any indoor public space
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;

As noted in the Guidance, unless you are in an enclosed cubicle, private office or classroom that cannot be 'visited by the public', **you must wear a face covering at all times while on campus.**

On behalf of the Office of Human Resources, we appreciate your strict adherence to wearing face coverings to promote your overall health and safety as well as the health and safety of your fellow co-workers and students.

Please take care and thank you for ensuring you are wearing face coverings while on campus.

If you have employees in your areas that do not have access to email (temporary employees or student workers), please ensure you have provided them with a copy of this email.

Warm regards,

Victoria Simmons,

Vice President, Human Resources

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