



Morton County Human Resources
Morton County Courthouse
210 2nd Ave NW
Mandan, ND 58554
(701) 667.3414

Stewardship of Public Trust | Respect for Diverse Voices & Ideas | Responsive & Comprehensive Customer Service | Leadership with Ethics & Integrity | Culture of Teamwork & Collaboration

COVID-19 Face Covering Policy

To protect the health and safety of our County Team Members and the public, face coverings are required when anyone accesses official County property, such as the County Courthouse, Sheriff's Office, Highway Department, and any external maintenance shops.

- Indoors while others are present in all public and common areas, such as lobbies, hallways, stairwells, restrooms, elevators, and in shared vehicles;
- When interfacing with the public, and
- Outdoors when a distance of 6 feet cannot be maintained.

REQUIRED: For a face covering to comply with this policy, it must:

- Securely cover one's nose and mouth and must snugly but comfortably fit against the face;
- Cover the nose and mouth completely;
- Be secured around the face with ties, elastic, ear loops, or other equally effective measures;
- Be built with at least one layer of material, although multiple layers are recommended;
- Allow for unobstructed breathing;
- Be laundered regularly without damage or change to shape; and
- Be free of holes, tears, or other openings that allow for the release of respiratory droplets.

NOT REQUIRED: Face coverings are not required when:

- Working alone in a personal office;
- Working in a personal workspace which allows for social distancing;
- Working alone outdoors where a six-foot distance can be maintained;
- Operating a single-occupancy vehicle;
- Teleworking; and
- Eating or drinking in common areas, only when a six-foot distance can be maintained.

EXEMPTIONS: Team Members or Members of the Public will be exempt from the face-covering requirement when they meet at least one of the eligibility criteria listed below.

- Children - Two years old and under;
- Any age with a qualified medical exemption.
- Morton County Sheriff's Office will operate based on the guidance provided by the Sheriff.

Team Members requesting an exemption must work through the Human Resources Department. Accommodations will be made on a case-by-case basis.

TEAM MEMBER POLICY ENFORCEMENT: Team Members are expected to comply with the face-covering requirements as a condition of employment and the health and safety of themselves, Morton County Team Members,

and our constituent population. Personnel who do not comply should be reminded of the policy by their supervisor. If a Team Member refuses to comply or is a habitual offender, the Department Director will work in coordination with the Human Resources Director to impose disciplinary action.

PUBLIC POLICY ENFORCEMENT: Morton County is committed to maintaining a respectful, productive, inclusive, and equitable workplace. Discrimination and other conduct that is inconsistent with our values will not be tolerated. If a member of the public is not wearing a face covering, Courthouse Security will work with the member of the public according to the guidance provided by the Morton County Sheriff's Office.

PREVENTION MEASURES: Wearing a face covering should be practiced in combination with other preventative measures such as physical distancing, covering your nose and mouth when coughing and sneezing, following disinfecting protocols, washing hands often with soap and water, and using hand sanitizer that contains at least 60% alcohol.

This policy will be effective until further notice.