



# OFFICE OF PERSONNEL & LABOR RELATIONS

CITY OF SYRACUSE, MAYOR BEN WALSH

**Donna D. Briscoe**  
Director

## COVID-19 Face Covering Policy Acknowledgment

The City of Syracuse is requiring all City employees to read the City of Syracuse COVID-19 Face Covering Policy and sign the policy acknowledgment, below.

By signing this acknowledgment, you certify that you have read and fully understand the policy and the actions that are required of you to be in compliance of the policy at all times while you are at work. The signed acknowledgment will be kept in your employee file during your employment with the City of Syracuse.

Please be reminded that violating the City's COVID-19 Face Covering Policy will result in employee discipline at the discretion of your supervisor and Office of Personnel & Labor Relations (Human Resources).

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Signature

**Office of Personnel &  
Labor Relations**  
233 E. Washington St  
City Hall, Room 312  
Syracuse, N.Y. 13202

Office 315 448-8780  
Fax 315 448-8761

[www.syr.gov.net](http://www.syr.gov.net)

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.