

MEMORANDUM

Date: June 26, 2020

To: California Department of Corrections and Rehabilitation (CDCR) Employees
California Correctional Health Care Services (CCHCS) Employees

From: Ralph M. Diaz
Secretary
CDCR

J. Clark Kelso
Receiver
CCHCS

Subject: GUIDANCE FOR THE USE OF FACE COVERINGS IN HEADQUARTERS AND REGIONAL OFFICES

On June 18, Governor Gavin Newsom issued a directive to all Californians requiring the use of cloth face coverings or masks in public spaces. According to guidance from the [California Department of Public Health](#), this measure, combined with physical distancing and frequent handwashing, will help reduce the spread of COVID-19 in our communities.

CDCR and CCHCS have already mandated the use of face coverings in institution settings for both staff and incarcerated people, along with many other sanitation and prevention efforts. These protocols, which include instructions for cloth face coverings on institutional grounds and the use of Personal Protective Equipment such as respirator masks and surgical gowns when interacting with patients diagnosed with COVID-19, are outlined on the [COVID-19 website](#).

Our top priority is the health and safety of all who work and live in state prisons, as well as the health and safety of all CDCR and CCHCS employees and their loved ones.

In coordination with the California Department of Human Resources and California Department of Public Health, we are implementing precautions to minimize the risk of COVID-19 while still providing our vital public safety services.

All staff at institutions, headquarters, and field offices have been provided cloth face coverings from the California Prison Industry Authority (CALPIA). These cloth face coverings, or coverings made or purchased by staff, are required in any CDCR/CCHCS workplace in accordance with CDCR/CCHCS [guidelines](#).

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Non-institutional staff must wear face coverings when working on- or off-site in the following situations:

- 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 or walking through common areas, such as hallways, stairways, elevators, and parking facilities.
- In any room or enclosed area where other people are present, when unable to physically distance.

Employees should maintain at least six feet of distance from others and raise any concerns to their supervisor. Employees unable to wear a face covering due to a medical, mental health, or developmental disability must engage in the Reasonable Accommodation interactive process by notifying their supervisor and return-to-work coordinator.

Staff working or performing duties on institutional grounds shall continue to follow the directive on face coverings found in the [June 11, 2020, memorandum](#) issued by Secretary Diaz and Receiver Kelso.

Along with face covering requirements, CDCR and CCHCS are taking additional precautions to protect staff and the public, including accommodating staff teleworking when possible and ensuring workspaces allow for physical distancing. Read more about these efforts [here](#).

While these measures may be inconvenient or uncomfortable, they are taken with safety in mind. The understanding and cooperation of all is appreciated as we work to slow the spread of COVID-19.

If you have any questions, please email m_hr_po_covid19@cdcr.ca.gov.