



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



MEMORANDUM

Date: November 19, 2020

To: California Department of Corrections and Rehabilitation All Staff
California Correctional Health Care Services All Staff
Division of Juvenile Justice All Staff

From:

KATHLEEN ALLISON
Secretary, CDCR

J. CLARK KELSO
Receiver

Subject: **AUTHORIZED FACIAL COVERINGS FOR ALL EMPLOYEES, CONTRACTORS AND VISITORS ENTERING CDCR INSTITUTIONS AND DJJ YOUTH FACILITIES – PROCEDURE MASK DISTRIBUTION AND USE**

This memorandum updates expectations and requirements outlined in previous memoranda regarding the wearing of personal protective equipment (PPE), specifically facial coverings, for staff at California Department of Corrections and Rehabilitation (CDCR) institutions and Division of Juvenile Justice (DJJ) facilities. All employees, contractors and visitors entering CDCR institutions or DJJ facilities shall abide by the procedures outlined in this memorandum.

While facial coverings help reduce the spread of COVID-19, there is significant variability in the efficacy of different types of facial coverings. It has been determined that light-weight, polypropylene procedure masks, sometimes referred to as surgical masks, are a more effective facial covering for preventing the spread of COVID-19, thereby protecting both staff and inmates.

Use of Procedure Masks

Effective November 23, 2020, all employees, contractors, and visitors working, visiting or performing duties at a CDCR institution or DJJ facility, indoors and outdoors, are required to wear a procedure mask at all times except:

- 1) While eating or drinking, if a minimum of six feet of physical distance is maintained from all other individuals.
- 2) When alone in an office with the door closed.
- 3) When alone in a tower or enclosed control booth with no other individuals present.

Staff shall only wear procedure masks except for N95 masks which are required in specific areas. Employees shall not modify the procedure mask in any way, including adding words or decorations, and shall not wear any other type of covering over the procedure mask. Employees and contract workers will be provided two procedure masks per shift, per day, upon entry to institution or facility grounds. Visitors will also be provided two procedure masks upon entry to

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the institution or facility and as needed throughout the day. Staffing working a double shift will be provided additional masks for the next shift. Procedure masks shall be provided at the screening point (e.g., entrance gate or first pedestrian entrance). If staff, contractors, or visitors arrive without a mask, they shall put on a procedure mask prior to screening.

Cloth masks are acceptable to be worn in vehicles when entering an institution, including during entrance screening. Pursuant to California Department of Public Health's November 16, 2020, [Guidance for the Use of Face Coverings](#), a face covering must be worn in a car unless alone or solely with members of their own household. Therefore, employees utilizing vanpools or carpools must wear masks during the entire duration of the trip unless all riders are from the same household.

Employees unable to wear an approved unaltered procedure mask due to a medical, mental health, or developmental disability shall notify their supervisor and Return-to-Work Coordinator to engage in the interactive Reasonable Accommodation process. Staff requesting a religious accommodation shall contact their local Equal Employment Opportunity Coordinator. All departmental supervisors and managers are responsible for ensuring subordinate staff consistently wear approved face coverings correctly and practice physical distancing.

COVID-19 within CDCR institutions or DJJ facilities is being introduced primarily by staff coming from the community. Therefore, while added protection for the inmate population from staff is necessary, the incarcerated population shall continue to use cloth facial coverings made according to California Prison Industry Authority standards. Use of cloth facial coverings by inmates and physical distancing measures remain mandatory.

Distribution and Storage

Each institution and youth facility shall maintain an inventory of no less than two days' supply at each entrance gate at all times. Additional distribution locations throughout the institution or facility where staff may obtain extra masks throughout their shift or when working a double shift shall be established by the institution's Warden and Chief Executive Officer (CEO) or Superintendent for DJJ facilities.

Prior to implementation on November 23, 2020, each institution's Chief Support Executive and Associate Warden, Business Services, or Chief Financial Officer for DJJ, shall develop a local operational procedure to ensure a ready supply of procedure masks are available and replenished at entry points and at the additional distribution locations throughout the day.

Institutions and DJJ facilities shall ensure warehouse staff accept all procedure mask inventory delivered to their location and identify local processes for managing and anticipating needed inventory for staff. Institutions that exceed typical storage capacity may need to consider non-typical storage locations (e.g., gymnasiums, vocational education areas) for procedure masks, while adhering to standard storage requirements.

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Disposal of Procedure Masks

Procedure masks are not intended to be used for more than one shift. Additionally, if an employee's mask is damaged or soiled, or if breathing through the mask becomes difficult, the employee shall remove the mask, discard it safely, and replace it with a new one. To safely discard a mask, the employee shall take the elastic from around the ears, avoid touching the front of the mask, as it may be contaminated, and place the mask in a non-bio hazard waste bin. The employee shall then wash their hands with soap and water or use hand sanitizer as soon as possible.

Supply and Sustainability

To ensure an adequate supply is available to each institution and youth facility, CDCR and CCHCS are coordinating with the California Governor's Office of Emergency Services (Cal OES) on the delivery of 40 million procedure masks statewide with an expected total of one million masks at each institution. Additionally, to supplement Cal OES shipments, procedure masks (Mask Earloop PPE COVID-19 / material number 134320) are currently available to order without restriction from established vendors. Masks shall be ordered using established processes by submitting either a Purchase Requisition for CCHCS or Resource Request Message (ICS 213 RR) for CDCR. All transactions shall be recorded in Systems, Applications and Products (SAP) in a timely manner.

Until further notice, all employees that work at CDCR, CCHCS or DJJ headquarters, regional, or field offices are not required to use procedure masks and shall continue to adhere to the California Department of Public Health's November 16, 2020, [Guidance for the Use of Face Coverings. Additional directives specific to headquarters, regional, and field offices is forthcoming.](#)

If you have any questions regarding the implementation of this memorandum, please contact the institution's Warden or CEO or Superintendent for DJJ.