

## FREQUENTLY ASKED QUESTIONS

### STAFF WEARING AUTHORIZED FACIAL COVERINGS AND PHYSICAL DISTANCING REQUIREMENTS IN INSTITUTIONS AND FACILITIES MEMOS DATED 10/28/20 AND 11/18/20

**Q: The memo reads “all CDCR and DJJ grounds, indoors and outdoors” does this include Administrative/HQ sites?**

A: The memo applies to “All staff working or performing duties on CDCR or DJJ grounds, indoors and outdoors.” This directive includes administrative and office areas.

Note: Headquarters, regional, and field offices shall comply with the December 4, 2020, memorandum titled, [Staff Wearing Facial Coverings and Physical Distancing at Headquarters, Regional, and Field Office Locations](#).

**Q: Are masks required during entrance screening?**

A: Masks shall be worn in vehicles during the screening process similar to other rules that apply when coming onto state property (cannot bring weapons, tobacco, drugs, etc.). Cloth masks are acceptable to be worn in vehicles when entering an institution. Employees utilizing vanpools or carpools must wear masks during the entire duration of the trip unless all riders are from the same household.

**Q: Is there a list of “approved face coverings”?**

A: Effective 11/23/20, state-issued procedure masks and N95 respirators (N95s) are the only authorized face coverings for staff. Cloth masks, gators and bandanas are not allowed. Procedure masks and N95 respirators shall be worn to cover the nose, mouth, and chin and not modified in any way.

**Q: Can I remove my mask for eating and drinking?**

A: Procedure masks or N95s may be removed temporarily for eating or drinking. Outdoor eating is encouraged, otherwise food breaks should be taken in an open, well ventilated space. The number of people in break areas should be limited. Physical distancing of at least 6 feet shall be maintained when the mask is removed for eating or drinking.

**Q: How can I be assured these standards are enforced when non-compliance is widespread, even amongst supervisors?**

A: Managers, supervisors and staff will be held accountable. Additionally, DAI and CCHCS leadership and Office of the Inspector General will conduct unannounced compliance visits.

**Q: What if I am unable to wear a cloth face covering or PPE due to a medical condition or religious belief, observance or practice?**

A: Compliance with CDCR/CCHCS state-issued procedure mask and PPE guidelines is considered an essential function of all classifications and is mandatory. Staff unable to wear an approved state-issued 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.

**Q: Do I need to continue working while waiting for my reasonable or religious accommodation to be approved?**

A: If you submitted a request for reasonable or religious accommodation due to the inability to comply with CDCR/CCHCS state-issued procedure mask or PPE guidelines, you may submit a request to telework. However, telework is not guaranteed and is subject to approval by the employee's supervisor under current telework policy and guidelines. Alternatively, you may request to remain off work using leave credits or an unpaid leave of absence pending a determination on the request. However, if you report to work while a religious or reasonable accommodation request is pending, wearing a state-issued procedure mask and complying with PPE requirements are mandatory. You will be subject to progressive discipline if you fail to comply.

**Q: Should we have a separate area, like somewhere in the parking lot, for staff to pick up masks before they go into the entrance trailer?**

A: State-issued procedure masks shall be provided at the screening point (e.g., entrance gate or first pedestrian entrance). 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 procedure 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.

**Q: Is a locked mask holder required?**

A: State-issued procedure masks are not required to be in a locked container. The institution's Chief Support Executive and Associate Warden, Business Services, or Chief Financial Officer for DJJ, are responsible for ensuring a ready supply of procedure masks are available and replenished at entry points and at the additional distribution locations.

**Q: Are cloth masks banned from the institutions now?**

A: Cloth masks are acceptable to be worn by staff when in vehicles entering an institution, including during entrance screening until they have received a procedure mask. Inmates will continue to use cloth masks made according to California Prison Industry Authority standards. Use of cloth facial coverings by inmates and physical distancing measures remain mandatory.

**Q: Will staff at MCCFs be required to wear procedure masks?**

A: Staff at MCCFS are required to wear state-issued procedure masks.

**Q: Based on the direction to give procedure masks at the screening area has any thought been given to having those masks in the inclement elements?**

A: State-issued procedure masks come from various vendors but are bundled in plastic to help protect them from the elements. Procedure masks should not be removed from the plastic packaging.



**Q: Will managers and supervisors have support in enforcing a zero-tolerance mandate to require all persons entering state property to don a mask immediately upon entry, and prior to screening?**

A: Supervisors and managers who fail to enforce masks directives shall be subject to progressive discipline including verbal counseling, ECR, LOI and Adverse Action.

**Q: If staff already have their own supply of procedure masks will they be required to take the state issued mask and wear it?**

A: For effective prevention in the spread of COVID-19, all employees, contractors, and visitors will be required to wear the state-issued procedure masks.

**Q: Many staff are wearing KN95 that have been handed out. Will those be permitted in lieu of the procedure mask when an N95 is not required?**

A: KN95 and N95 masks are permitted and will be available to anyone who requests them. N95s are only mandated as appropriate PPE in specific areas and staff should be FIT tested at the earliest possible convenience.

**Q: Some stores sell black procedure masks and staff prefer them. Will those be allowed or only those the institution supplies?**

A: In general, dark color masks should not be used because it is more difficult to tell when they get soiled and should be discarded. For effective prevention in the spread of COVID-19, all employees will be required to wear the state-issued procedure masks.

**Q: Are employees required to wear masks when riding in vanpools or carpools to or from institutions?**

A: Employees utilizing vanpools or carpools must wear masks during the entire duration of the trip unless all riders are from the same household. Cloth masks are acceptable to be worn by staff when in vehicles during transport to or from an institution, including during entrance screening until they have received a procedure mask. Gators and bandanas are not acceptable.