

HUMAN RESOURCES MEMORANDUM 22-003		DATE ISSUED: 2/11/2022
SUBJECT: GUIDANCE FOR THE USE OF FACE COVERINGS/MASKS		REFERENCE: CDPH Guidance
TO: All DGS Employees		SUPERCEDES: HR Memo 21-018

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH EMPLOYEES, CONTRACTORS, VOLUNTEERS, AND VISITORS

Purpose

The purpose of this Human Resources Memorandum (HR Memo) is to provide Department of General Services (DGS) employees with updated guidance and information related to face coverings/masks **effective February 16, 2022**.

The State of California continues to act to protect public health and safety in the COVID-19 response efforts. To ensure the safety of our employees as the situation evolves, please reference and apply all guidance from the [Centers for Disease Control and Prevention](#), [California Department of Public Health \(CDPH\)](#), and local public health departments. As more guidance is released, the information in this memorandum will be updated accordingly.

The guidance for use of face coverings/masks outlined in this HR Memo is applicable to DGS employees, contractors, volunteers, and visitors.

Masking Requirements

CDPH recently released [guidance](#) for the use of face coverings/masks that will take effect February 16, 2022.

Masks are **required for all individuals in the following indoor settings**, regardless of vaccination status. Surgical masks or higher-level respirators (e.g., N95s, KN95s, KF94s) with good fit are highly recommended.

- On [public transit](#) (examples: airplanes, ships, ferries, trains, subways, buses, taxis, and ride-shares) and in transportation hubs (examples: airport, bus terminal, marina, train station, seaport or other port, subway station, or any other area that provides transportation)
- Indoors in [K-12 schools](#), [childcare](#)
- [Emergency](#) shelters and [cooling and heating centers](#)
- [Healthcare settings](#)
- State and local [correctional facilities and detention centers](#)
- [Homeless shelters](#)
- [Long Term Care Settings & Adult and Senior Care Facilities](#)

Additionally, **masks are required for unvaccinated individuals** in indoor public settings and businesses (examples: retail, restaurants, theaters, family entertainment centers,

meetings, **state, and local government offices** serving the public). Fully vaccinated individuals are recommended to continue indoor masking when the risk may be high. Surgical masks or higher-level respirators (e.g., N95s, KN95s, KF94s) with good fit are highly recommended. State employees who do not provide verification of vaccination are required to wear a mask in indoor settings or in vehicles.

Please reference [State Health Officer Order, issued on July 26, 2021](#), for a full list of high-risk congregate and other healthcare settings where surgical masks are required for unvaccinated workers, and recommendations for respirator use for unvaccinated workers in healthcare and long-term care facilities in situations or settings not covered by Cal/OSHA COVID-19 [Emergency Temporary Standards \(ETS\)](#) or [Cal/OSHA Aerosol Transmissible Diseases \(ATD\)](#) Standard.

The Cal/OSHA COVID-19 [ETS](#) require employers to provide face coverings to all employees who are not fully vaccinated and to ensure that employees wear face coverings when indoors or in vehicles. If an unvaccinated employee requests a N95 respirator, the employee is directed to contact Office of Business and Acquisition Services (OBAS) at bsservices@dgs.ca.gov. The ETS provides limited exceptions to wearing a face covering, including when employees are alone in a room or vehicle, when employees have a medical or mental health condition or disability that prevents wearing a mask, or employees who are hearing-impaired or communicating with a hearing-impaired person. To request a medical or religious accommodation, reference the section for “Medical or Religious Accommodation” in this HR Memo.

For additional information on types of masks, the most effective masks, and ensuring a well-fitted mask, please reference CDPH [Get the Most out of Masking](#) and [CDPH Masking Guidance Frequently Asked Questions](#) for more information or reference your local public health ordinance if applicable.

Medical or Religious Accommodation

Medical or religious accommodation requests should be submitted to the Office of Human Resources, Return to Work Unit at ReasonableAccommodation@dgs.ca.gov or the Equal Employment Opportunity (EEO Office) at DGSEEO@dgs.ca.gov.

Local Public Health Orders

Employees working in a county where the local health jurisdiction issues a stricter public health ordinance tailored for the situation in their communities should continue to follow the local public health ordinance related to masks.

Questions

If employees have questions regarding the guidance and information in this memorandum, they are encouraged to contact their supervisor and/or employee representative as appropriate.

ESTELA GONZALES, Chief
Office of Human Resources