

<b>HUMAN RESOURCES MEMORANDUM 20-017a</b>	DATE ISSUED: 12/15/2020
SUBJECT: <b>USE OF RESPIRATORY PROTECTION, MASK AND CLOTH COVERINGS AND EMPLOYEE SELF-SCREENING</b>	REFERENCE: CalHR Memo
TO: All DGS Employees	SUPERCEDES: <i>HR Memo 20-017</i>

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

**Purpose**

The purpose of this amendment is to inform employees about the updated required use of respiratory protection, masks and cloth face coverings. Additionally, this memorandum provides information about recommended daily health screening.

**Respiratory Protection, Mask and Cloth Coverings**

On June 18, 2020, the California Department of Public Health released updated [guidance](#) which now requires the use of face coverings for both members of the public and workers in all public and workplace settings. Department of General Services (DGS) employees should continue to use appropriate occupational standards for their professions as it relates to personal protective equipment (PPE). DGS employees who interact with the general public should use appropriate steps for social distancing and use of hand sanitizer as part of their ongoing operations.

DGS employees who report to their place of work, other than the home, are required to wear a face covering, including while in a cubicle. A face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. Except as may be required by an authority or as otherwise deemed advisable in light of specific circumstances, it is generally not recommended that you wear a N95 or KN95 mask.

Effective immediately, DGS will provide reimbursement for face coverings for those employees who are still physically reporting to their assigned work locations. The instructions for reimbursement and the limits of reimbursement were outlined in HR Memo 20-011.

Face coverings do not substitute for existing guidance about physical distancing and frequent handwashing. Face coverings may aid in reducing transmission of COVID-19 without putting increased demand on the supply of medical grade equipment to be prioritized for our healthcare workforce.

**Exemptions**

The following individuals are exempt from wearing a face covering:

- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

**Note:** Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

### **Enforcement**

DGS employees should not approach coworkers or members of the public who are not wearing a face covering, for the purpose of attempting to enforce any face-covering recommendation or requirement. In these instances, employees should maintain at least a 6-foot distance from others and raise any concerns to their supervisor. As noted above, some individuals may have legitimate reasons why they cannot wear a face covering. Supervisors should discuss any concerns with the Office of Human Resources for guidance on handling these situations.

### **Employee Self-Screening**

In addition to wearing a cloth face covering, daily each morning, all employees should be advised to use the following simple self-screening process to lessen the community spread of COVID-19.

1. Take your temperature.
2. Do you currently, or in the last 24 hours, have you had any of the following symptoms -
  - a. Fever (subjective or measured)
  - b. Cough
  - c. Shortness of breath
  - d. Sore throat

If you have any of the above symptoms or if you have a recorded temperature of greater than 100.4 degrees, you should stay home and work with your supervisor/manager on alternate work arrangements and leave options. If you are deployed or redirected, you should also work with your acting supervisor for the assignment. For employees who do essential work, please continue to check for symptoms throughout the day. If symptoms develop, tell your supervisor and go home immediately.

### **Questions**

If you have questions, please contact Amy Applegate at (916) 376-5428 or via e-mail at [Amy.Applegate@dgs.ca.gov](mailto:Amy.Applegate@dgs.ca.gov).

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