



# MEMORANDUM

**Date:** JANUARY 7, 2022

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

**From:**

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**Subject:** REQUIRED COVID-19 FACIAL COVERINGS FOR ALL INSTITUTIONAL AND FACILITY STAFF

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

Effective immediately, and in response to the current dramatic increase in cases of COVID-19, all employees, contractors, and visitors working, visiting, or performing duties in a CDCR institution/facility shall wear an N95 mask while on CDCR institution/facility grounds and follow current testing directives. These requirements apply to all employees and contractors regardless of vaccination status, religious accommodation or reasonable accommodation for qualifying medical reason(s) for the COVID-19 vaccine.

Exceptions to N95 masking requirements apply as follows:

- 1) While actively and briefly eating or drinking, and only 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.
- 4) When outdoors, if a minimum of six feet of physical distance is maintained from all other individuals. An appropriate mask shall be kept on person at all times and shall be worn walking or standing within six feet of others.

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As a reminder, leadership at each institution shall continue to monitor staff for compliance with N95 masks, physical distancing and mandatory COVID-19 testing. Supervisors and managers shall utilize the progressive discipline process as outlined in the Department Operations Manual (DOM), Article 22, Employee Discipline, in addressing staff who fail to comply with these directives. Supervisors and managers are also reminded to utilize DOM Section 33030.8, Causes for Corrective Action, and Section 33030.9, Causes for Adverse Action.

Current masking directives will be posted on [Lifeline](#).

This directive will be regularly reviewed and revised as needed based upon the status of the current COVID-19 outbreak.

For questions or concerns, please contact your respective supervisor or manager.