




Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

Memo

To: Facility Managers, Facility Directors, and Assistant Directors

From: Felicia A. B. Reid, Esq., Acting Deputy Commissioner
Division of Juvenile Justice and Opportunities for Youth 

Rob MacGiffert, Acting Associate Commissioner
Division of Juvenile Justice and Opportunities for Youth

Date: April 16, 2020; Reissued July 14, 2020; **Reissued February 2, 2021**

Re: **COVID-19 Safety: Face Mask/Covering Expectations and PPE for Staff**

This memorandum is updated and reissued as a reminder that this requirement remains in place at all DJJOY facilities. This version provides additional guidance on the use of personal masks.

Consistent with CDC guidance and in accordance with Executive Order 202.16, since April 16, 2020, all staff working at an OCFS facility must wear a protective face mask or covering while at work. Staff must wear face masks/coverings in accordance with the [CDC guidance](#).

Facilities have been provided enough masks to give one (1) state-issued, multi-layered mask to each staff per day. Currently, each facility has, minimally, a 7-day supply, and will continue to receive additional masks as they are used or needed. Facilities will closely monitor the distribution and security of all PPE items (masks, gowns, gloves, etc.) and report daily on usage (burn rates) to BMPS (RJ Strauser).

Per DJJOY guidance, staff may wear their own personal face mask or covering if they choose. Consistent with CDC recommendations for masks ([CDC Mask Recommendations](#)), staff who choose to wear their own mask/covering must use a multi-layer mask, **with a minimum of two layers**, or double up their mask/covering if the mask/covering is only a single layer. Staff should avoid masks that have exhalation valves or vents, that are knitted, and/or that have only a single layer. (A good test is that light should not be able to pass through the mask/covering.) If worn, gaiters must be two-layered or doubled up.

When youth are placed under quarantine or isolation, refer and adhere to the specific protocols as outlined in the memorandum, *Guidelines for the Use of Personal Protective Equipment / Quarantine and Isolation Protocol* (dated July 18, 2020). This guidance addresses mask requirements for staff and youth in those scenarios.

Facilities must reiterate the expectations about face masks/coverings with staff and monitor for compliance in direct observations and upon video reviews.

Thank you for your attention and cooperation.

cc:
C. Hernandez J. Horne R. Strauser
J. Tomassone E. Purdy