

		THE CITY OF NEW YORK DEPARTMENT OF CORRECTION			
[ ] NEW [ ] INTERIM [x] REVISED			SUBJECT		
EFFECTIVE DATE 5/5/21		*TERMINATION DATE		WEARING MASKS/FACE COVERINGS	
CLASSIFICATION # 2269R-B	SUPERSEDES 2269R-A	DATED 3/4/21	APPROVED FOR WEB POSTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DISTRIBUTION A	PAGE 1 OF 2 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER  <i>Hazel Jennings</i> HAZEL JENNINGS, CHIEF OF DEPARTMENT SIGNATURE			AUTHORIZED BY THE COMMISSIONER  <i>Cynthia Brann</i> CYNTHIA BRANN SIGNATURE		

## I. PURPOSE

The purpose of this directive is to comply with City and State guidance for the prevention of transmission of COVID-19.

## II. POLICY

- A. It is the policy of the Department that all staff members able to medically tolerate a face covering/ mask **that covers the staff member's mouth and nose at all times:**



- When in a shared indoor City workspace (a shared indoor City workplace is defined as a space in which a person is physically present with at least one other person and the persons cannot be separated by a closed door).**
- When interacting with members of the public and other City employees, and when they cannot maintain six feet distance from other people.**

**Note: Removal of face covering/mask is only accepted when eating and/or drinking**

- B. It is strongly suggested that wearing two face coverings provide you and others with added protection by increasing the number of layers of material, making for a snugger fit. When wearing two face coverings, consider the following:

- Use a cloth face covering and one disposable mask. The disposable mask should be worn underneath the cloth face covering.
- Do not use two disposable masks.

**NEW MATERIAL BOLD AND UNDERLINED**

	EFFECTIVE DATE <b>5/5/21</b>	SUBJECT <b>WEARING MASKS/FACE COVERINGS</b>		
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## II. POLICY (Cont.)

3. Do not use a face covering over or under a KN95 mask. A KN95 should be worn alone.
  4. Do not use a face covering with an exhalation valve as it allows unfiltered exhaled air to escape.
- C. Managers and supervisors are directed to correct any observed non-compliance immediately.
  - D. Failure or refusal to comply with this directive shall constitute insubordination and may result in disciplinary action.

## III. SUPERSEDES

- A. Directive 2269R-A "Wearing Masks/Face Coverings," dated 3/4/21.