




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* 
Date: July 23, 2020
Re: **COVID-19: Facility Measures and Refusal of Mask/Face Covering Directives**

As directed in: **1.** Executive Order 202.16 (3/7/2020); and **2.** DJJOY memos *COVID-19 Safety: Face Mask/Covering Expectations and PPE for Staff (7/14/2020)*, and **3.** *Guidelines for the Use of Personal Protective Equipment / Quarantine and Isolation Protocol (7/18/2020)*, staff at facilities **must** properly wear a face covering/mask when working, in accordance with [CDC guidelines](#).

Where staff do not comply with these mandates and have **not** been granted a [reasonable accommodation](#), facilities should first coordinate with Labor Relations, who will reach out to the local union to encourage the employee to comply with the directives. If the employee still fails to comply, facilities should reach out to Labor Relations to discuss pursuing a notice of suspension.

CC
F. Mallick
J. Tomassone
C. Hernandez
M. Carli
T. Boniface
F. Multari
T. Russell
K. Sena
N. Steinbock-Pratt