




Office of Children and Family Services

KATHY HOCHUL
Governor

SHEILA J. POOLE
Commissioner

Memo

To: Facility Managers, Facility Directors, and Assistant Directors

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

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

Date: April 16, 2020; Reissued July 14, 2020; Reissued February 2, 2021; Reissued January 25, 2022

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

This memo reflects current face covering and PPE requirements and applies to DJJOY staff working at OCFS facilities.

At a minimum, staff must wear either:

- 1. A KN95 mask.** Facilities will receive shipments of KN95 masks for distribution to staff. Staff should receive a new KN95 mask, at least, **every five** calendar days, including pass days. Each facility is responsible for keeping track of KN95 issuance. A KN95 mask can be reused until it becomes soiled, no longer covers the nose and mouth, has stretched out or damaged ties or straps, cannot stay on the face, and/or has holes or tears in the fabric; **or**
- 2. A doubled-up mask.** A doubled-up mask can be: a disposable, multi-layer surgical mask with a multi-layer cloth mask over top, *or* a multi-layer cloth mask over another multi-layer cloth mask. Facilities will continue to have supplies of disposable, multi-layer surgical masks and multi-layer cloth masks to give staff, however, staff are free to use their own personal supplies for a doubled-up mask.
 - a. If the doubled-up mask is with a surgical mask, the surgical mask must be refreshed daily.
 - b. Masks that have exhalation valves or vents, are knitted, and/or that have only a single layer are **not** acceptable.
 - c. If worn, gaiters must be multi-layered and doubled up over a disposable mask.
- 3. IMPORTANT:** Staff cannot combine two disposable masks or combine a single KN95 mask with any other mask. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html> for additional guidance.

Each facility will continue to receive all masks as they are used or needed. Facilities must 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).

Regarding N95s: A facility-issued N95 respirator remains reserved for use during supervision of youth who are COVID-positive or suspected of being COVID-positive, or during youth transport or certain medical and dental procedures. Only staff who have been fit-tested and approved for N95 use can receive a facility-issued N95. This does not prevent staff from bringing and wearing their own purchased N95 respirator while on duty; however, only facility-issued, fit-tested N95 respirators may be used by staff in the aforementioned supervision situations. OCFS will not fit-test personally purchased N95s.

Facilities must reiterate the expectations about masks with staff and monitor for compliance in direct observation and upon video review.

Thank you for your attention and cooperation.

CC:

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