U.S. Department of Justice

Federal Bureau of Prisons

August 24, 2020

MEMORANDUM FOR ALL CHIEF EXECUTIVE OFFICERS

ANDRE MATEVOUSIAN Digitally signed by ANDRE MATEVOUSIAN Date: 2020.08.25 06:53:56 -04'00'

FROM: **ANDRE MATEVOUSIAN, ASSISTANT DIRECTOR**
CORRECTIONAL PROGRAMS DIVISION

LINELL GRIFFITH LINELL GRIFFITH 2020.08.24 16:08:20 -04'00'

L. CRISTINA GRIFFITH, ASSISTANT DIRECTOR
HUMAN RESOURCE MANAGEMENT DIVISION

SUBJECT: **MANDATORY USE OF FACE COVERINGS FOR BOP STAFF**

On April 13, 2020, the agency issued the Phase Six Action Plan which strongly encouraged staff to wear face coverings, when maintaining proper social distance was not possible. This memorandum updates the expectations for the use of face coverings. Effective August 27, 2020, all BOP staff will be required to wear face coverings while at work when social distancing is not possible and in common areas (e.g. conference rooms, staff break rooms.) Individuals may remove a face covering when working in a private office, cubicle, or workspace where *at least* six feet of social distance can be maintained. Staff may also need to lower their face coverings in order to pass through security checkpoints.

Face coverings have been issued to institution staff. (Central and Regional staff are expected to wear their own face covering.) Any institution staff who have not been issued a face covering, should be immediately issued three face coverings, in accordance with agency guidance, Coronavirus (COVID-19) Update – Use of Face Masks, dated April 6, 2020. Each staff member is

responsible for the care and maintenance of their masks. Please refer to the below link regarding the proper use and care for face coverings.

(b)(7)(E); (b)(7)(F) /covid19 cloth face coverings staff v2 20200417.pdf

Institution staff are only be permitted to wear face coverings provided by the agency, or purchased from a BOP Employee's Club (--the latter as approved by the Warden to ensure it meets safety standards.) Central and Regional Office staff are expected to use face coverings which provide appropriate coverage (e.g. bandanas are not permitted). Individuals who request exemptions for religious reasons will be considered on a case-by-case basis. Please forward any inquiries to the Employment Law Branch for guidance. Individuals who cannot wear a face covering for medical reasons may request a reasonable accommodation and submit supporting medical documentation. Management will evaluate all potential effective solutions through the interactive process including, a temporary job modification, Leave without Pay (LWOP) or sick leave for the duration of the need to require face coverings during this pandemic.

If an employee refuses to wear a face covering, he or she should be provided a direct order to wear the face covering. If the employee fails to follow a direct order, the individual should be referred to the Office of Internal Affairs for misconduct. The employee may request annual leave or LWOP and if approved, may use such until such time that they comply with the requirement to wear the face covering or the conclusion of this public health emergency. If they refuse to request leave, the supervisor may enforce annual leave after consultation with the local Human Resources office.

If you or your staff have any questions about this guidance, please forward any inquiries to the Employment Law Branch.