



**City and County of San Francisco
Juvenile Probation Department**

Katherine Weinstein Miller
Chief Probation Officer

375 Woodside Avenue
San Francisco, CA 94127
415/753-7556

April 22, 2020

TO: All Probation Services staff
FROM: Sara Schumann, Director of Probation Services
RE: Updated Policy on Face Coverings (COVID-19)

A New Health Order (No. C19-12) informed by the Center for Disease Control and Prevention guidelines now **requires** San Francisco residents and workers to wear face coverings at essential businesses and in public facilities, on transit, and while performing essential work. Beginning April 22, 2020 and until further notice, everyone in San Francisco is required to wear face coverings when they are outside for essential needs, including waiting in line for or inside of a grocery store or on public transportation. Additionally, employees who interact with the public must also cover their face while doing essential work.

Wearing a face covering is not a substitute for staying home whenever possible, staying 6 feet apart and frequent handwashing. Face coverings should cover the nose and mouth and fit securely. The department has issued both masks, paper bags and provided guidance on hygiene and how to store the mask. Staff can continue to use the mask or may use a bandana, scarf, neck gaiter or similar item. Cloth face coverings should be cleaned frequently with soap and water. Face coverings do not need to be N-95 or surgical masks to help prevent the spread of the virus to others.

Staff are to wear a city approved face covering while in the building any time you are unable to social distance. This means, everyone entering the building is expected to wear a recommended face covering. Anyone from the public who does not have a face covering, will be provided one by the Sheriff's when entering the building. Please take reasonable steps and remind people who are not wearing a face covering to put one on. This is for their health and well-being along with yours.

For essential workers:

- All workers at essential businesses, operating public transportation, or operating other types of shared transportation **must** wear a face covering when at work in most settings, when interacting with the public or co-workers.
- Workers doing minimum basic operations, like security or payroll, essential infrastructure work, or government functions must wear a face covering when others are nearby or when they are in areas that the public regularly visits.
- Masks shall be used until they are wet, soiled or damaged. Staff will receive a replacement mask once they return the torn or damaged mask to their supervisor. Staff are required to maintain their masks in good repair for as long as possible as masks are in limited supply.