



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

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Chief Probation Officer

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April 3, 2020

To: All Probation Services staff  
From: Sara Schumann, Probation Services Director *[Signature]*  
Re: Protocol on staff equipment for Covid-19

Youth and staff safety and wellness are chief concerns and because we now know that people without symptoms sometimes pass the corona virus to others, we have new guidelines for Juvenile Probation staff who may come into contact with clients, parents or colleagues where social distancing is not possible. These guidelines reflect several realities in facing the challenges of fighting the spread of COVID-19 and are consistent with the latest SFDPH guidelines.

1. All Probation Services staff will be issued a mask to be used for work and a paper bag for safely storing the mask when not in use.
2. All Probation Services staff shall be issued a copy of this protocol.
3. Staff should write their name on the paper bag and on the strap of their mask (do not write on the mask itself).
4. Staff shall perform hand hygiene -washing hands with soap and water or using hand sanitizer – before AND after touching your face or mask.
5. To prevent contamination of the inside of the mask (side touching your face), store your mask by always placing the exterior side of the mask face down inside the bag.
6. Following each use of the mask, cover the inside of the mask with a new paper towel after placing in paper bag.
7. Masks shall be used until they are wet, soiled or damaged. Staff will receive a replacement mask upon request.
8. The ability to replace masks is very limited. Staff are required to maintain their masks to the extent that they remain in good repair for as long as possible.
9. Torn or damaged masks shall be returned to the Supervisor immediately in order to request a replacement.
10. Disposal of masks: Masks must be placed in paper bag prior to being disposed of in the trash receptacle.
11. JPD issued masks shall only be used inside the Juvenile Probation Department and not in community unless you are conducting field work related to your assigned position.

***These procedures are subject to change based on updates from the Department of Public Health***