



Administrative Policies and Procedures Manual

619 FACE COVERINGS

POLICY

In order to help ensure the health and safety of Judicial Branch personnel, all employees, Judges, and members of the public, must wear appropriate face coverings while on-site at all Branch locations. For purposes of this policy “all Branch locations” includes any location an employee visits while conducting Judicial Branch business, including, but not limited to, leased facilities and non-Judicial Branch state offices and locations. According to the CDC, COVID-19 spreads primarily from person to person through respiratory droplets. Practicing good hygiene measures (e.g. frequent hand washing, avoiding touching the face, covering coughs and sneezes) and staying home when ill are the best known protections against COVID-19. Of equal importance, wearing a face covering that covers the nose and mouth can help to protect you and others.

This policy will remain in effect until otherwise directed by the Office of the Chief Court Administrator.

GENERAL INFORMATION

Employees that cannot wear a mask due to a medical condition must provide documentation to the Human Resource Management Unit.

Face coverings must be worn:

- Indoors when other people are present, as well as in all public and common areas. This includes but is not limited to: lobbies, hallways, stairways, restrooms, elevators, and break rooms.
- If your workstation is separated by less than 15 feet from other workstations, and is not outfitted with plexiglass, or with workstation panels that cover your head when seated.
- Outdoors when keeping a six-foot distance from others may not be possible.

Links for this policy:

[Your Guide to Masks | CDC](#)



Face coverings must:

- Fit snugly against the side of the face.
- Completely cover the nose and mouth.
- Be secured with ties, ear loops, elastic bands, or other equally effective method.
- Include at least one layer of cloth, although multiple layers are strongly recommended.
- Allow for breathing without restriction.
- Be free of holes, tears or valves that have the potential to release respiratory droplets.

Face coverings must not:

- Be reversed, moved or removed unnecessarily.
- Be shared with others.
- Have one way exhalation valves, as they are designed to allow droplets to pass through the covering.
 - Note: P95 or N95 respirators with exhalation valves must be covered with a second layer of either a cloth or paper mask to prohibit droplets from passing through.
- Include face shields as a substitute for face coverings.
- Include bandana or single layer gaiter-style face coverings, as they do not securely cover the mouth and nose. Multi-layered gaiters are acceptable.

Questions on this policy: ✉ HR.JBAPPM@jud.ct.gov

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