



# DEPARTMENT NOTICE

20-094  
05/27/20

## Updated Guidance for Mandatory Use of Respirators and Masks for Police Department Employees (Supersedes DN 20-082)

As we work towards flattening the curve and move towards a better tomorrow, we need to remain vigilant in our efforts to stay healthy; not only for ourselves and our co-workers, but also for our families. I want to thank you again for your efforts and encourage you to follow officer safety practices while also adhering to the guidelines for reducing the threat of exposure.

Although the Department of Human resources (DHR) is recommending the use of simple barrier isolation masks during the entire shift for all Department members, in order to stay ahead of the curve, a mask or respirator must now be worn at all times in the workplace and in the community as we engage with each other or while providing service to the community. **The health condition of another person is usually unknown and only after testing and late reporting are members being notified of a contact with a person who has tested positive for COVID-19. A member's personal safety can be increased and the risk of exposure can be reduced by wearing an N95 respirator.**

### Differentiation of PPE

#### N95 Respirators

**On-duty member shall carry an N95 respirator on their person at all times. N95 respirators offer a high level of safety and protection from airborne viruses during public contacts and shall, when feasible, be worn while providing service to the community or engaging a community member within a 6-foot distance.** The N95 is a respirator labeled "N95."

Commanding Officers shall ensure a sufficient supply of PPE are readily available to members under their command.

#### Surgical/Isolation Masks (including KN95 labeled masks)

Simple barrier isolation masks usually have no writing/designation on them. Members are encouraged and allowed to wear their own personal simple barrier style masks as long as they are either solid black or navy in color.

**Members shall switch from the surgical/isolation mask to the N95 respirator when feasible while providing service or engaging with the community within a 6-foot distance.**

This switch should occur in a safe place, before engagement, and at least (6) feet away from the public contact.

Masks labeled “KN95” are simple barrier masks and do not offer the same level of protection as a respirator labeled “N95.”

### Disposal

All used PPE (N95 respirators, surgical masks, gloves, etc.) shall be disposed of in a regular trash receptacle in an effort to keep our members and the community safe and minimize exposure. Removal of all masks should occur with gloves on. Dispose of the N95 first, then gloves, into nearest trash can.

### Field use

If the N95 is used in the field and there is NO contact with a confirmed COVID-19 case, the N95 can continue to be used as long as it remains dry, clean and undamaged. N95 masks can be worn continuously throughout a shift, with the exception of removal for eating, drinking, etc.


Similarly, the surgical/isolation mask can also be worn as long as it remains dry, clean and undamaged.

### Please remember:

- These guidelines are for all members.
- A simple barrier isolation mask including “KN95” labeled masks do not provide the same level of protection as an N95 respirator.
- Employees are encouraged to keep their masks and respirators for as long as possible, as long as they are clean, dry, and undamaged.
- Please continue to follow the best preventative measures such as frequent hand washing and social distancing.
- Members are encouraged and allowed to wear their own personal simple barrier style masks as long as they are either solid black or navy in color.

Commanding Officers can obtain supplies through the DOC. Please see [Department Notice #20-048](#).

Thank you for your continued dedication to the City and County of San Francisco as we work together to keep everyone safe and healthy.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 20-081, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about the directive.*