



# INTERNAL MANAGEMENT POLICY & PROCEDURE

**Applicability:**  ADULT Operations Only  JUVENILE Operations Only  DEPARTMENT-WIDE

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**ADMINISTRATION: Mask Protocol**

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**Approved By:**  **Secretary**

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## POLICY

The Department of Corrections requires all persons entering, or residing in, offices and facilities operated by the Department to wear a face mask during periods where a public health epidemic or pandemic situation exists and an emergency has been declared. Masks are intended to help prevent people who have contracted a disease, such as coronavirus, from transmitting it to others, even if they do not have symptoms. Wearing the mask may help prevent the person from spreading respiratory droplets when talking, sneezing, or coughing.

Masks are required during the period of any declared emergency for a public health epidemic or pandemic, such as the coronavirus, influenza, tuberculosis, etc.; issued by public health officials, the Governor, or Secretary of Corrections.

Wearing of masks in accordance with this IMPP is supplemental to, and is not a substitute for, the use of personal protective equipment (PPE) when in certain close contact encounters or appropriate food handling and sanitation practices.

## DEFINITIONS

**Employee:** Includes all employees not listed in the definition of an officer in this IMPP, including contract employees and volunteers.

**Mask:** A cloth face covering that covers the nose and mouth to help protect others in case a person is infected with the coronavirus, influenza, tuberculosis, or other epidemic or pandemic causing disease, but do not have symptoms. Masks are recommended by the Centers for Disease Control (CDC) to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice as a form of source control. A mask is most essential in times when social distancing is difficult.

**N-95 Respirator:** Is a surgical NIOSH-approved N95 respirator that has also been cleared by the Food and Drug Administration (FDA) as a surgical mask. A N-95 respirator is one type of particulate filtering face piece respirator which filters at least 95% of airborne particles and is designed to protect the wearer from inhaling airborne contaminants such as dusts, fumes, vapors and infectious agents associated with inhaling small and large-particle droplets.

**Officer:** For purposes of this policy only, and is used here strictly in terms of defining the corrections classes who wear the uniform; includes the following State civil service classifications: Corrections Officer I (A), Corrections Officer I (B), Corrections Officer II, Corrections Specialist/Supervisor I, Corrections Supervisor II, Corrections Supervisor III, and Corrections Manager I and II when such position performs the duties of the chief of security (COS) at a facility, Juvenile Corrections Officer I (A) Juvenile Corrections Officer I (B), Juvenile Corrections Officer II, Juvenile Corrections Officer III, Juvenile Corrections Director, security staff assigned to EAI and others assigned to the SORT.

Resident: For purposes of this policy is a person who is in the legal custody/jurisdiction of the Secretary of Corrections. This term refers to both adult and juvenile offenders and persons under post-incarceration supervision or any offender from another jurisdiction who is subject to a sanction for violation of criminal law, including those on supervised or non-supervised release status.

Surgical Mask: A mask used to protect patients and healthcare workers from people who may have a respiratory infection or to protect sterilized or disinfected medical devices and supplies. A surgical mask provides barrier protection against large-particle droplets and does not effectively filter inhaled small particles, fumes or vapors.

## **PROCEDURES**

### **I. Masks – General Procedures**

- A. Masks must be of a quality and style appropriate for a professional work setting as set forth in this IMPP.
  - 1. These specifications and requirements must be applied consistently throughout all offices and facilities wherein the masks are worn.
  - 2. All requirements, and expectations must be explained at the time of hiring and promotion for employees and initial orientation for residents.
  - 3. All staff must be responsible for enforcement of established mask requirements for all staff, including contract employees, volunteers, and residents, and are responsible for reporting any incident of non-compliance of which they become aware.
- B. The required use of masks must be communicated to all staff and residents on a reoccurring basis for the duration of any declared emergency.
  - 1. Signs specifying required use of masks are to be posted at entrances to all office and facility buildings, in employee break rooms, and the entrance and day room of all living units.
  - 2. In addition, each Warden, Superintendent and Director must remind staff and residents either through memorandum, e-mail, tablet/kiosk, closed circuit TV, or any other available means at least weekly of the importance of wearing a mask while in a Department operated building.

### **II. Appearance and Type of Masks**

- A. Masks of the following appearance and type are required in all offices and facilities.
  - 1. Employees and officers must be provided a black facility issued mask.
    - a. Employees and Officers are permitted to wear the black mask or others as described in paragraph C. below.
  - 2. Residents must wear a white facility issued mask.
- B. No mask worn in offices or facilities are to be constructed or modified to depict words, phrases, symbols, markings, statements or illustrations that include vulgar, violent, sexual content, promote use of alcohol or drugs, or promote a particular position or opinion. Masks must generally be construed as being appropriate for a professional work environment and non-controversial to others in the workplace.
- C. All masks worn in offices and facilities that are not issued by the Department must conform to the following criteria.
  - 1. Masks may be solid colors, black preferred for Employees and Officers working in facilities, or patterns if desired to coordinate with normal business attire. Masks with pictures of

animals, logos for sports teams, or other graphics are also generally allowable to permit personalization of the mask by wearer.

2. Masks may be made by the person wearing it or purchased commercially and must be of appropriate size to completely cover the nose and mouth simultaneously and have appropriate straps to cause the mask to closely fit the wearers face.
    - a. Masks made of cloth need to use a multi-layer design and be constructed from tightly woven fabric with a thread count of 180 or higher.
    - b. Masks cannot have exhalation port(s)
  3. Masks must be made of cloth. No plastic, plaster, cardboard or other materials are permitted.
  4. Commercially available surgical or N95 masks are allowable if preferred and provided by the wearer.
- D. All masks are subject to final approval by the Director, Warden, Superintendent or Appointing Authority for each office or facility location.

### **III. Issuance of Masks**

- A. Offices and facilities must provide each employee or officer and resident with a minimum supply of three (3) masks.
  1. Any employee or officer may waive the issuance of a mask by their office or facility in favor of utilizing masks they make or purchase to wear.
  2. Residents are to only be provided and wear masks issued by the facility.
- B. Each office and facility must maintain an adequate supply of masks to provide for initial issue and replacement items as required by the number of employees, officers and residents at the respective location.
  1. Any mask that has holes or has worn/loose straps that could reduce the effectiveness of the mask must be replaced and the old mask discarded so that it cannot be reused.
- C. Whenever possible, a supply of masks is to be maintained at all public entrances so that a visitor without a mask can be provided a mask and not be turned away from the office or facility.
  1. This does not create an obligation for an office or facility to provide masks for visitors who are unprepared to enter a Department location. When lack of availability of masks necessitates it, masks may not be provided to visitors as available supply of masks must be prioritized to those who reside and work at a location.
  2. If a mask is provided, the mask must not be requested back or returned to the office or facility. It becomes the property of the person wearing the mask.
- D. All masks whether or not they are issued by the office or facility are the responsibility of the wearer to properly clean, sanitize and otherwise maintain in usable condition.
  1. Issued masks become the property of the wearer and must not be requested back or returned for reuse in the office or facility.

### **IV. Wearing of Masks**

- A. Anyone entering a KDOC office building or facility is required to wear a mask.

1. Anyone presenting themselves for entry into an office or facility wearing a mask that does not conform to Section II. of this IMPP is to be issued a black mask and be allowed to continue their business at the location or complete their shift.
  - a. If inventory levels permit, a disposable surgical mask may be provided instead of the cloth black mask.
- B. Staff must wear their mask during the course of performing their normal duties.
  1. Staff are also expected to wear a mask whenever they are engaged in official duties off site from their work location, to include but not limited to:
    - a. Visits with persons under community supervision;
    - b. Going into another building or place of business (e.g. to pick up or deliver goods or materials from/to a vendor); or
    - c. When more than one (1) person is in a state owned or leased vehicle, with only one (1) person per row in the vehicle
- C. Residents must wear their mask when in common areas where others may frequent and/or within six (6) feet of another person.
- D. For personal comfort, or necessity of a specific task, masks are not required when:
  1. At a workstation, in an office, or in a room (e.g. conference room) without the presence of another person;
  2. Engaged in activities that cannot be completed with a mask such as eating a meal or personal hygiene activities; or,
  3. A resident who is in their assigned cell or on their bunk in dormitory style housing.
- E. Any employee, officer or resident who is unable to wear a mask due to a medical condition must report that information and request an exception.
  1. Employee or officer must report and make the request of Human Resources (HR).
  2. Residents must report and make the request to the Unit Team Manager (UTM).
  3. Confirmation may be requested from a medical provider confirming a mask is not to be worn by the person.
  4. Any person exempted from wearing a mask due to a medical condition must be provided an alternative means to limit their potential exposure of others such as a face shield or similar device.

## **V. Issuance of N-95 Respirators or Surgical Masks**

- A. The Department may issue N-95 respirators or surgical masks for use in offices or facilities in accordance with guidelines recommended by public health officials. Those recommendations as applied by the Department must be posted on the official website for access and review by the public, staff and other interested stakeholders.
  1. Facilities:  
<https://www.doc.ks.gov/kdoc-coronavirus-updates/face-mask-or-respirator-determination>
  2. Parole:  
<https://www.doc.ks.gov/kdoc-coronavirusupdates/ParolePPEDetermination.pdf>

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure are not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

### **REPORTS**

None.

### **REFERENCES**

None.

### **HISTORY**

None.

### **ATTACHMENTS**

None.