



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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February 11, 2021

MEMORANDUM FOR DLA EXECUTIVE BOARD

SUBJECT: Updated Guidance for Face Coverings (Masks) at the Workplace during COVID-19

References:

- a. Executive Order, "Protecting the Federal Workforce and Requiring Mask-Wearing," January 20, 2021
- b. Letter, Office of Management and Budget (OMB), "COVID-19, Safe Federal Agency Workplace: Agency Safety Principles," January 24, 2021
- c. Memorandum, Secretary of Defense "Use of Masks and Other Public Health Measures," February 4, 2021
- d. Rescinds DLA Memorandum dated August 25, 2020, "Updated Guidance for Face Coverings at the Workplace during COVID-19"

DLA organizations will continue to follow all Department of Defense (DoD), Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), Office of Personnel Management (OPM), and OMB guidance during COVID-19 until such time as new or additional guidance is published.

Effective immediately, all DLA employees, and all individuals performing official duties on behalf of DLA, from any workplace location other than the individual's home, including outdoor shared spaces, will wear face coverings (masks) in accordance with the most current CDC guidelines. DLA personnel must wear face coverings (masks) continuously while at DLA workplaces or on military installations except: (1) when an individual is alone in an office with floor-to-ceiling walls with a closed door; (2) for brief periods of time when eating and drinking while maintaining distancing in accordance with CDC guidelines and instructions from supervisors; (3) when the face covering (mask) is required to be lowered briefly for identification or security purposes; and (4) when necessary to reasonably accommodate an individual with a disability.

Individuals must consistently wear a mask that covers the nose and mouth and that comports with all current guidance from the CDC and the OSHA. Locations where masks must be worn include any common areas or shared workspaces (including open floorplan office spaces, cubicle embankments, and conference rooms) and in outdoor shared spaces. Masks recommended by the CDC include non-medical disposable masks, masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that

do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Novelty or non-protective masks, masks with ventilation valves, or face shields are not authorized as a substitute for masks. Face coverings should not have inappropriate or offensive words or images. Masks must fit properly (i.e., snugly around the nose and chin with no large gaps around the sides of the face). Wearing of a face covering does not preclude the need to continue practicing social distancing and handwashing.

For other situations outside of office settings when temporary unmasking is necessary for mission requirements, the authority to grant exceptions is delegated to MSC Commanders in accordance with DLAI 6055.01 Safety & Occupational Health Instruction using the Risk management process. To the extent that DLA personnel reside on installations where they are tenants, the employee will comply with the more restrictive face covering guidance in effect.

This guidance is applicable during all phases outlined in the DLA Reconstitution Guidance and Framework.

POC for this action is Mr. Jerry L. Waibel (571) 585-1624 or jerry.waibel@dla.mil.

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Chief of Staff