



# Department of Public Safety and Correctional Services

## Office of the Secretary

300 East Joppa Road • Suite 1000 • Towson, Maryland 21286-3020  
(410) 339-5000 • FAX (410) 339-4240 • TOLL FREE (877) 379-8636 • V/TTY (800) 735-2258 • [www.dpssc.maryland.gov](http://www.dpssc.maryland.gov)

STATE OF MARYLAND

LARRY HOGAN  
GOVERNOR

BOYD K. RUTHERFORD  
LT. GOVERNOR

ROBERT L. GREEN  
SECRETARY

RACHEL SESSA  
CHIEF OF STAFF

CHRISTOPHER McCULLY  
DEPUTY SECRETARY  
ADMINISTRATION

J. MICHAEL ZEIGLER  
DEPUTY SECRETARY  
OPERATIONS

CAROLYN J. SCRUGGS  
ASSISTANT SECRETARY

GARY W. McLHINNEY  
ASSISTANT SECRETARY

**OOS IB # 2020-06**

**Effective:** April 27, 2020

**Expiration:** When Declaration of State of  
Emergency—COVID-19 is ended.

## OOS INFORMATION BULLETIN

**SUBJECT:** Distribution and Voluntary Donning of N95 Respirators

The Department of Public Safety and Correctional Services (DPSCS) continues to follow guidance from The Centers for Disease Control and Prevention (CDC), the Maryland Department of Health (MDH), and the Occupational Safety and Health Administration (OSHA).

All staff working in correctional facilities may be required to don an N95 respirator in case of an emergency. Therefore all employees are required to be free of facial hair greater than 1/8 of an inch. This requirement is critically important as the N95 must be properly secured to achieve a seal that mitigates transmission of the virus.

**DPSCS will be offering each employee a N95 respirator to for voluntary use.**

This distribution of N95 respirators is not to be confused with the required N95 use in isolation areas. Only employees who have been medically cleared and *Fit Tested* can be assigned to isolation areas, outside of an emergency situation. N95 respirators are required personal protective equipment (PPE) in isolation areas and when transporting inmates who are known or suspected to be COVID-19 positive.

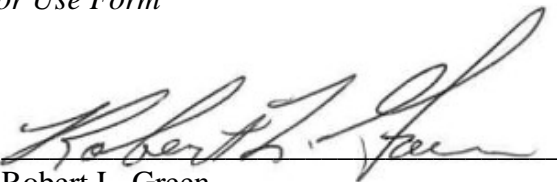
However, employees may voluntarily wear the provided N95 respirators instead of face masks or sneeze guards outside of mandated isolation areas where the N95 is required.

Employees volunteering to don the N95 outside of the mandated use in isolation areas shall be required to sign the attached *OSHA N95 Voluntary Respirator Use Form*.

Upon receipt of this Information Bulletin a managing official or administrator shall institute a procedure that:

1. Identifies the individual(s) responsible for distributing N95s and the storage bag to employees who volunteer to wear the respirator and complete the required form.
2. Directs employees to properly store the N95 Respirator in the provided a storage bag to lengthen its integrity.
3. Advises employees that a face mask or sneeze guard can be donned over or under the N95 at the discretion of the employee to lengthen the integrity of the mask.
4. Maintains the original form at the facility with the Environmental Compliance and Safety Officer (ESCO) and forwards a copy to the Occupational Health the Respiratory Protection Program files.

Attachment: *OSHA N95 Voluntary Respirator Use Form*



Robert L. Green  
Secretary

Distribution: A  
C  
D  
S – Senior Leadership Team  
R – Roll Call

# N95 Voluntary Respirator Use Form

Occupational Safety and Health Administration (OSHA) - Voluntary Use Respirators

Information for Employees who voluntarily Use Respirators

SubPart Title: Personal Protective Equipment

**APPENDIX D** to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

## You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Administrator: \_\_\_\_\_ Date: \_\_\_\_\_