




Federal Aviation Administration

Memorandum

Date: October 27, 2020

To: All ATO Employees

THRU: Jeffrey Vincent, Vice President, Air Traffic Services, AJT-0
Virginia Boyle, Vice President, System Operations Services, AJR-0
Glen Martin, Vice President, Safety and Technical Training, AJI-0
Angela McCullough, Vice President, Mission Support Services, AJV-0
Jeff Planty, Vice President, Technical Operations Services, AJW-0
David Boulter, Vice President, Flight Program Operations, AJF-0
Jeff Yarnell, Vice President, Management Services, AJG-0
Kristen Burnham, Vice President, Program Management Organization,
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From: Timothy Arel, Deputy Chief Operating Officer, Air Traffic Organization, AJO-0

Subject: Face Coverings

This message is a reminder that all employees will wear cloth face coverings, surgical masks, dust masks, or N95 respirators (if medically qualified) in common areas such as elevators, hallways, and any workspaces or other locations where social distancing cannot be maintained. Face coverings with unfiltered exhalation valves are not suitable for COVID-19 community spread protection. The unfiltered exhalation valve allows unfiltered air to escape the face covering. Unfiltered exhalation valves on any type of face coverings are not permitted.

We have recently learned of a few instances where employees were not complying with the agency guidance on face coverings. This behavior is unacceptable and jeopardizes the safety of all employees, their families and the safe operation of the NAS.

All employees must adhere to the face covering policy to protect themselves, their coworkers, and their families.

Employees who have a medical condition that prevents them from wearing a face covering should contact their operational supervisor/manager to address a workplace flexibility/modification that can accommodate the employee's limitation.

For employees who maintain a medical certificate, the operational supervisor/manager will advise the appropriate Regional Flight Surgeon (RFS) for validation and follow-up as necessary.

This guidance does not supersede any FAA position-specific guidance on PPE. Additional information may be found on the agency [Coronavirus Information COVID-19 FAQ](#) page.

Thank you for your dedication to protecting employee health and safety.