

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO



NOTICE FROM THE CLERK
NO. 20-13

**POLICY ON MANDATORY USE OF FACE MASKS OR FACE COVERINGS IN
THE CLEMENTE RUIZ NAZARIO UNITED STATES COURTHOUSE AND
FEDERICO DEGETAU FEDERAL OFFICE BUILDING IN SAN JUAN**

Please be advised that, effective May 11, 2020, all employees and visitors, including but not limited to members of the bar, press and public, will be required to wear a face mask or face covering while in the premises of the Clemente Ruiz Nazario United States Courthouse and the Federico Degetau Federal Office Building in Hato Rey. This mandatory requirement is implemented consistent with the May 11, 2020 policy adopted by the Facilities Security Committee of the Federal Office Building in Hato Rey. A copy of the policy is included with this notice and is available in the District Court's internet website and official Twitter account.

For additional information and updates on Court operations and services to the public, members of the Bar and public may refer to the Court's internet website and its official Twitter account.

In San Juan, Puerto Rico, this 11th day of May 2020.

A handwritten signature in black ink, appearing to read "MA", with a long horizontal line extending to the right.

MARIA ANTONGIORGI-JORDAN
CLERK OF COURT

c: www.prd.uscourts.gov
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POLICY OF MANDATORY USE OF MASKS OR CLOTH FACE COVERINGS FOR ALL EMPLOYEES AND PUBLIC OF THE FEDERICO DEGETAU FEDERAL OFFICE BUILDING AND UNITED STATES COURTHOUSE IN HATO REY

Given the widespread community transmission of COVID-19, the tenant agencies of the Facilities Security Committee (“FSC”) for the Hato Rey Federal Complex (“Complex”) remain committed to providing high-quality service, while ensuring the safety of our workforce. The Complex includes the Rain Forest Day Care Center, FBI Building, Parking Garage, the Clemente Ruiz Nazario Courthouse and the Federico Degetau Federal Office Building (FOB).

During its May 8, 2020 meeting, the FSC approved the policy detailed below, requiring masks or cloth face covering be worn by all individuals within the FOB and the Complex.

I. ACCESS TO THE HATO REY COMPLEX

Any individual seeking to enter the Complex, including but not limited to visitors, public, members of the press and employees, are required to wear a facial mask or cloth face covering both, the mouth and nose.

By designation of the FSC, personnel from the Federal Protective Service (“FPS”) and the United States Marshal Service (“USMS”) will enforce the terms of this policy and are authorized to restrict access to the Complex to any individual that fails to comply with the terms of this policy.

II. FACE COVERING WITHIN THE PREMISES OF THE HATO REY COMPLEX

Once within the Complex, individuals, including but not limited to visitors, public, members of the press and employees, must wear a facial mask or cloth face covering in the following locations:

- Courtrooms and any space occupied by the district court, as well as areas around the courtrooms, including, interior corridors within the courthouse, atrium, halls, public areas, passageways, stairways and elevators;
- All public areas within the FOB, including, but not limited to halls, elevators, stairs, restrooms, cafeteria, Blind stand, and financial institutions;
- The Intake Area of the Clerk’s Office
- When interacting with the public, including at public service windows of any agency;
- Lobbies and other public areas within the Complex and FOB;

- Common areas of the Complex where staff cannot maintain a 6-foot separation from other individuals.
- Shared workspaces, if 6-foot separation from others cannot be achieved.

III. EXEMPTIONS

If any individual cannot comply with the requirement to wear a facial mask or cloth face covering, due to a medical or other reason, an exemption and/or accommodation may be authorized by a tenant agency. The request for exemption must be notified to FPS and the USMS.

IV. MASK AND FACE COVERING DECAL

All facial masks or face coverings must be and/or look professional and appropriate for courtroom and office environments.

V. ENFORCEMENT

Each tenant agency shall be responsible for communicating and enforcing the terms of this policy among its employees. Personnel from the FPS and/or USMS shall notify tenant agencies when employees are not in compliance. Each tenant agency shall have the discretion to impose additional restrictive measures within their agency and the remedial actions it deems appropriate against employees that fail to comply with the terms of this policy.

VI. PUBLICATION OF POLICY

The General Services Administration (“GSA”) shall prepare and post sufficient signage around and within FOB and Hato Rey Complex to adequately inform all visitors and public of the terms of this policy. Each tenant agency shall be responsible for notifying and informing its visitors, contractors and guests of the terms of this policy prior to their arrival to the facility.

VII. APPLICABILITY

This policy shall become effective on May 11, 2020. The FSC will continue to monitor and re-evaluate the terms of this policy as needed.