



The Administrator

March 31, 2021

MEMORANDUM FOR: FACILITY SECURITY COMMITTEES AND
DESIGNATED OFFICIALS AT GSA-CONTROLLED
FACILITIES

FROM: KATY KALE 
ACTING ADMINISTRATOR
U.S. GENERAL SERVICES ADMINISTRATION

SUBJECT: Guidance on the Required Use of Face Masks and
Physical Distancing

The U.S. General Services Administration (GSA) is committed to ensuring that appropriate steps are taken to protect the health and well-being of all persons in or on federally owned, leased, or delegated facilities under the jurisdiction, custody, or control of GSA (GSA-controlled facilities) in response to the COVID-19 pandemic.

Required Use of Masks

Pursuant to the President's [Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing](#), issued on January 20, 2021 (Executive Order No. 13991), and the [Office of Management and Budget Memorandum M-21-15](#), issued January 24, 2021, all persons must wear masks within GSA-controlled facilities where a substantial portion of that facility is occupied by employees or contractors of the executive branch. In those facilities, masks must also be worn in outdoor shared spaces where physical distancing cannot be maintained.

All GSA-controlled facilities, except for Primary Courthouses and facilities occupied solely by congressional offices, are considered to be substantially occupied by executive branch employees or contractors for purposes of this guidance. A Primary Courthouse is a courthouse where the judiciary and judiciary-related offices (*i.e.*, the U.S. Marshals Service or the U.S. Attorney, or both) occupy 75% or more of the rentable square footage in the facility. For purposes of this guidance, GSA-controlled facilities do not include outleased spaces or facilities.

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In GSA-controlled leased facilities, this policy applies only to the portion of the facility under lease to GSA. When GSA leases the entire building, it applies to the common areas, as well. The lessor's on-site employees, on-site contractors, and visitors must comply with the requirement to wear a mask when accessing space under lease to GSA. Federal on-site employees and on-site contractors must wear a mask at the point of entry and in any common areas (e.g., when walking from the front door to the Federal workspace), even if other tenants of the building are not required to wear a mask.

Masks must be worn in all shared workspaces, including open floor plan office space, cubicle embankments, and conference rooms. Masks should also be worn in outdoor shared spaces where physical distancing is not possible. In addition to wearing a mask, to the extent practicable, individuals must maintain a distance of at least 6 feet from others at all times, consistent with the Centers for Disease Control and Prevention (CDC) guidelines, including in offices, conference rooms, and all other communal and work spaces. A mask is not required to be worn when an individual is working alone in a private office with floor to ceiling walls and a closed door or, for a limited time, when eating and drinking, while maintaining physical distancing in accordance with CDC guidelines.

All persons within GSA-controlled facilities to which this guidance applies must wear a mask that covers the nose and mouth and is in accordance with any current CDC and Occupational Safety and Health Administration guidance. Current CDC recommendations can be found [here](#). Individuals may be required to lower their mask, if requested, when passing through security checkpoints.

In Primary Courthouses and facilities solely occupied by congressional offices, the Chief Judge or the Member of Congress, as applicable, must establish the policy to adopt the requirements of Executive Order 13991 or more restrictive measures, or the Facility Security Committee (FSC) must vote to adopt such measures, if an FSC for that facility has been established.

Signage

GSA will post signage at building entrances and in common areas of federally owned, GSA-controlled facilities stating that masks are required for entry and throughout common areas, shared workspaces, and in outdoor shared spaces where physical distancing cannot be maintained. In GSA-controlled leased facilities, GSA will post signage only at building entrances and common areas if GSA leases the entire facility; the occupant agency is responsible for posting any necessary signage at the entrance to its occupied area, including the building entrances, if it is the sole occupant of the entire facility. In GSA-controlled delegated facilities, the occupant agency responsible for operation and maintenance is responsible for obtaining and displaying any necessary signage.

Occupant agencies must implement accommodations that allow for persons unable to access an occupant agency's workspace as a result of the requirement to wear a mask to continue to obtain any Federal Government benefits or services to which the person is entitled. GSA Facility Managers will coordinate with FSCs to develop appropriate signage for posting at building entrances of federally owned GSA-controlled facilities instructing those persons unable to access an occupant agency's workspace how to contact that agency.

Related Documents Regarding Masks

This guidance is not intended to alter or supersede the authority of any: (a) Federal agency occupying space in a GSA-controlled facility to issue mask-wearing guidance pertaining to its own employees, contractors, or visitors other than for entry and throughout common areas and shared workspaces and in outdoor shared spaces where physical distancing cannot be maintained, or (b) FSCs to implement security measures in a GSA-controlled facility.