



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
WASHINGTON, D.C. 20224

May 20, 2020

MEMORANDUM FOR IRS CONTRACTORS

FROM: Shanna R. Webbers  
Chief Procurement Officer

Shanna R. Webbers  
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Date: 2020.05.20 15:41:24 -04'00'

SUBJECT: Internal Revenue Service (IRS) Health and Safety  
Precaution for COVID-19

Effective immediately, the IRS is implementing a face covering requirement based on recommendations by the Centers for Disease Control and Prevention (CDC). Specifically, the CDC is advising the use of face coverings in public settings to potentially slow the spread of COVID-19 and help people who may have the virus but are asymptomatic, from transmitting it to others.

As such, all contractor personnel working in IRS facilities and workspaces are required to wear face coverings that cover their nose and mouth area. As stated in the [CDC recommendations](#), these face coverings can be [fashioned from common household materials](#), such as clean t-shirts or bandanas. Materials used to create the covering must be conducive to a professional work environment and not contain any images or text that may be deemed inappropriate or offensive to others.

If contractor personnel's workspace is a private office or an individual cubicle with barriers between other cubicles, the individual may remove their face covering while working in their individual workspace. However, contractor personnel must appropriately use their face coverings when in common spaces (such as, walkways, elevators, staircases, bathrooms, cafeterias) and while entering or leaving their work facility.

The IRS appreciates your understanding and thanks you for your continued support.