COMPANY

**Non-Medical Face Mask or Covering Policy**

**Purpose**

COMPANY will be reopening our office in accordance with best practice guidelines available. This mask policy is for the protection of everyone at the workplace.

**Scope**

This pollicy must be followed by all employees and visitors who enter the workplace (including any office, building, or facility).

**Definition**

The face mask or covering is non-medical and used as one of the effective ways to prevent the spread of the coronavirus. If you are infected with the coronavirus and do not know it, a mask is very good at keeping your respiratory droplets and particles from infecting others. A mask can also be fairly effective in preventing germs from getting into your nose and mouth that come from another person’s respiratory droplets. Remember that masks or coverings are not effective on their own and should be used in conjunction with effective hand washing, proper social distancing, and cough and sneeze etiquette.

**Procedure**

Singage

Signs must be posted and kept at all entrances reminding everyone to wear a mask when they enter.

When to wear a mask

When you enter the workplace, you must be wearing a face covering (i.e., non-medical mask, like a cloth mask). Whenever physical distancing is a challenge, you must wear a face covering. You must also use a face covering when utilizing a vehicle operate as part of the business, including taxis and rideshares, etc.

When not to wear a mask

You do not need to wear a face covering or require any supporting medical documentation for any of the exceptions below.

* Are under the age of 2
* Have a medical condition that inhibits your ability to wear a face covering
* Are unable to put on or remove your face covering without help from someone else
* Are receiving accommodations according to the *Accessibility for Ontarians with Disabilities Act, 2005* or the *Human Rights Code*

You also are not required to wear a face covering when you are working in an area that allows you to maintain a distance of at least 2 metres (6 ft.) from anyone else while you are indoors.

The use of non-medical face masks or coverings

* **Material –** The mask or covering should be made of at least two layers of tightly woven material (such as cotton or linen) and be large enough to completely and comfortably cover the nose and mouth without gaping or creating any openings where droplets can escape. The material should also allow for easy breathing. Some masks also include a pocket to accommodate a paper towel or disposable coffee filter, for an increased benefit. *According to the Public Health Canada, medical masks, including surgical, medical procedure face masks and respirators (like N95 masks), must be kept for health care workers and others providing direct care to COVID-19 patients. Additionally, masks with exhalation valves are not recommended, because they don't protect others from COVID-19 and don't limit the spread of the virus.*
* **Fit –** The mask or covering should be securely fit to the head with ties or ear loops and should maintain their shape after washing and drying.
* **Use** – When wearing a face covering, you should wash your hands immediately before putting it on and immediately after taking it off thereby practise good hand hygiene while you are wearing the face covering. You should avoid: moving the mask around or adjusting it often, touching the covering while using it and sharing your mask with others. Face coverings or masks should be changed when then get even slightly wet or dirty.
* **Removal and disposal** – When finished using a disposable face covering or mask, you should throw it away into a lined garbage bin and wash your hands immidiately after. Do not throw any used masks on the ground. If you are using a reusable face covering or mask you should put it directly into the washing machine or a bag that can be emptied into the washing machine at a later point in the day. You should wash with other items using a hot cycle with laundry detergent, and dry thoroughly before using again. You should also wash your hands after putting the face covering into the laundry. All face coverings *that cannot be cleaned or are marketed as disposable* should be thrown out and replaced as soon as they get slightly wet, dirty or crumpled.

**Employee Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee’s Name) have read, understood and agree to comply with the contents of this Non-Medical Face Mask or Covering Policy.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_