Model Mandatory Workplace Mask & Face Covering

 Policy

**As an employer, you’re responsible for implementing a mandatory mask policy for all personnel, contract workers, clients, customers and guests who enter your indoor facilities or work in an outdoor area in situations where proper social distancing of 2 meters/6 feet can’t be maintained. Here’s a Model Policy incorporating current legal requirements and public health guidance that you can adapt for your own workplace.**

1. **POLICY**

Mandatory Workplace Mask & Face Covering Policy

**1. POLICY**

Until further notice, no person may enter ABC Company facilities unless they wear a mask or face covering that covers the nose and mouth. Failure to comply with this rule and the terms of this Policy will be grounds for denial of entrance or immediate removal and, if the violation is committed by an ABC Company employee, discipline up to termination in accordance with the Company’s progressive disciplinary policies and procedures.

**2. PURPOSE**

The purpose of this Policy is to prevent the spread of the COVID-19 virus, protect the people present at ABC Company facilities and ensure compliance with public health guidelines, federal and provincial laws, local bylaws and other applicable requirements and standards.

**3. DEFINITION OF “MASK”**

For purposes of this Policy, “mask” means a non-medical facemask, bandana, scarf or any other non-surgical face covering that covers the nose and mouth, ties around the ears or the back of the head, fits snugly against the sides of the face, is secured under the chin and is designed to protect persons other than the wearer. “Masks” **do not** include N95 and other filtered masks required by healthcare workers nor face masks that protect only the wearer.

**4. SCOPE OF POLICY**

This Policy applies to all ABC Company personnel regardless of employment or pay status, contract workers, vendors, customers, clients and visitors (unless they are subject to a specific exemption under Section 5 below) who are present: (i) inside any ABC Company building or facility, including vehicles and equipment; and/or (ii) in the outdoor areas of such buildings or facilities owned by ABC Company where people cannot maintain social distancing of at least two meters/six feet apart. Masks are not required for:

* Work or time spent alone in a personal office or workspace;
* Walking, exercising or other outdoor activity where individuals are at least 2 meters/6 feet apart;
* Driving a single-occupancy vehicle;
* Telework; or
* Other operations, conditions or situations where people are alone in a personal room or space or assembled but still maintain the required 2 meters/6 feet social distancing boundaries.

**5. EXEMPTIONS**

The obligation to wear a mask does not in any way replace or eliminate employees’ obligation to use respirators, surgical masks, face shields or any other job-specific personal protection equipment (PPE) required by ABC Company safe work procedures or OHS policies. However, face masks are **not required** when:

* A medical professional has advised that wearing a mask may pose a health risk to or impair the breathing of the wearer;
* Wearing a mask would create a health or safety risk to the wearer as determined by federal, provincial or local regulators or OHS guidelines;
* The person is physically unable to put on or take off the mask without assistance;
* The person has trouble breathing, is unconscious or cannot remove the mask without help;
* The person is deaf or hard of hearing and relies on facial and mouth movements to communicate; or
* The person is a baby or toddler under two years of age.

**6. ACCOMMODATIONS**

In additions to the above exemptions, ABC Company will make reasonable accommodations to the point of undue hardship on a case-by-case basis for disabilities, religious beliefs and other protected characteristics as required by [*jurisdiction’s*] human rights laws.

**7. ROLES & RESPONSIBILITIES**

**7.1 Employer**

ABC Company is responsible for overall implementation of this Policy and will ensure that:

* An ample supply of masks is provided based on an assessment of requirements;
* Mask notification and warning signs are conspicuously posted at facility entrances and other locations;
* Safe and sanitary mask disposal procedures and receptacles are in place; and
* All persons receive proper training and instruction on how to use and launder/dispose of masks; and
* All persons are held accountable for following mask rules.

**7.2 Department Heads**

Department heads are responsible for:

* Performing an assessment to determine the mask needs of their department;
* Developing conservation and disposal/laundering procedures and systems for the department; and
* Ensuring that all personnel and visitors to their department have and properly use required masks.

**7.3 Supervisors**

Supervisors are responsible for

* Instructing workers and visitors in the proper mask fitting, use, conservation and laundering/disposal;
* Serving as a role model by following the rules themselves;
* Answering employees’ mask-related questions; and
* Enforcing mask rules, including via use of discipline when necessary.

**7.4 Employees**

Employees are responsible for:

* Using the masks supplied by their department—although employees may also buy their own masks at their own expense;
* Following the proper mask use instructions listed in Attachment A;
* Laundering their own masks/Dropping used masks in designated receptables for laundering/Properly dispose of their masks;
* Recognizing that masks are in short supply and take the proper steps to conserve them; and
* Reporting mask violations to their supervisors.

Failure to successfully complete this training will be grounds for revoking approval of the telecommuting arrangement.

**8. DURATION OF POLICY**

This is Policy will remain in effect until public health officials and/or regulators determine that wearing a mask is no longer necessary to prevent the spread of COVID-19 and may be modified by ABC Company as necessary as the public health emergency and guidelines and regulatory requirements evolve.

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## **Attachment A: Face Mask Do’s & Don’ts**

### **Do’s**

√ DO make sure your mask completely covers your nose and mouth

√ DO put on your mask properly using the tie loops

√ DO wear your mask snug around your face and adjust it as necessary throughout the day

√ DO when taking off your mask and putting it down, place it with the outside down on a tissue; if a tissue isn’t available, clean the surface on which you placed it down afterwards

√ DO wash your hands and face after removing the mask and before touching your face

√ DO keep your mask clean and launder it once day in warm water

√ DO store your mask in a clean and dry space or properly dispose of it

√ DO request a new mask if the one you’re using becomes unsanitary or damaged

### **Don’ts**

X DON’T wear your mask under your nose or mouth

X DON’T let a strap dangle down or cross the straps

X DON’T touch or adjust your facemask without cleaning your hands before and after

X DON’T wear your mask on your head or around your neck or arm

X DON’T let your mask fog your safety glasses or otherwise obstruct your vision

X DON’T lay your mask on a surface that could be contaminated or contaminate the surface

X DON’T wear your mask near machinery, equipment or parts in which it may become entangled

X DON’T use a mask if it is damaged in any way