

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	WEARING OF FACE MASKS			
TYPE:	HEALTH AND SAFETY	POLICY NO. HS-009-01		
DATE: July 10, 2020	REVIEW DATE:	FREQUENCY: As Required	REL. BY-LAW: 20-	PAGE #: 3
Revisions				
October 7, 2020				

I. Purpose:

The purpose of this document is to formally outline the internal procedures to be followed to ensure an increased focus on health and safety when interacting with members of the public during the global COVID-19 pandemic.

II. Scope:

The health and safety of Municipal staff and the general public is priority, and measures being taken through this Policy and Procedures are being done in compliance with requirements under the Emergency Management and Civil Protection Act and associated Regulations and public health directives issued by the Renfrew County and District Health Unit and the Government of Ontario. This Policy and Procedure applies to all individuals in the workplace who will have interactions with members of the public through services being offered.

III. Definition: “Enclosed Public Space” means indoor public spaces accessed by the public. Offices not open to the public including professional offices where clients receive services by appointment only are NOT considered an Enclosed Public Space.

1. Members of the public entering an enclosed public space will be asked to wear a face covering.
2. The following persons shall be exempt from wearing a face covering:
 - (a) a child who is under the age of 2 years old;
 - (b) a child between the ages of 3 and 5 who refuses to wear a face covering and cannot be persuaded to do so by their caregiver;

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- (c) a person who is unable to put on or remove a face covering without assistance;
- (d) a person with a medical condition or other disability that inhibits their ability to wear a face covering, including persons who are reasonably accommodated pursuant to the (Ontario) Human Rights Code by not wearing a face covering;
- (e) a person whose ability to breathe in any way would be inhibited;
- (f) a person that cannot wear a mask/face covering or cannot cover the face for any religious reason;
- (g) employees or agents of the owner or operator of any enclosed public place within or behind a physical barrier or within an area designated for them and to which the general public is not invited;
- (h) any paramedic, fire fighter or police officer acting in the course of their duties.

No person shall be required to provide proof of any of the exemptions listed above.

3. if a member of the public is unable to wear a mask and wishes to meet with staff, they may be accommodated using a COVID safe method such as telephone or zoom
4. Clearly visible signage outlining the requirement to wear a mask will be posted noticeably at all entrances to the enclosed public place.
5. Municipal staff will encourage the public to wear a mask when entering a municipal facility and will continue to encourage during the duration of the visit.
6. Municipal Staff will wear a face covering when in common areas of their work space.
7. Municipal staff will wear a face covering when in a Township vehicle if there is more than one person in the vehicle.
8. Municipal staff will be provided disposable masks for their protection when functions of their job require them to visit enclosed public spaces.
9. A “face covering” shall mean a medical mask or non-medical mask or other face covering, including a bandana, scarf or other fabric or material that covers the nose, mouth and chin without gaping to create a barrier to limit the transmission of respiratory droplets.
10. This policy shall support a non-judgmental approach for those not wearing a mask/face covering. Kindness is important as some people may not be able to wear a mask/face covering.

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By signing below, I confirm that I have read, understood and agree to abide by the terms and conditions of this undertaking.

(Employee Signature)

(Date)