



<b>Policy Name: Face Coverings in Enclosed Public Spaces</b>	<b>Policy No: S600-XX</b>
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Human Resources

### 1. Purpose

The purpose of this policy is to outline the roles and responsibilities necessary of everyone working within municipal buildings to meet the requirements of the Town of Pelham By-Law No. 4270(2020) and the Niagara Regional By-Law No. 2020-46, being By-Laws to Require the Wearing of Face Coverings in Enclosed Public Places During the COVID-19 Pandemic.

### 2. Policy Statement

Every person within an enclosed public place shall wear a face covering, as outlined in this policy and in the Face Coverings in Enclosed Public Places Operating Procedure C19-09. This applies to all employees, Volunteer Firefighters, Members of Council, or anyone conducting business in a Town of Pelham workplace during the COVID-19 pandemic.

The Town of Pelham will ensure that all employees are aware of and comply with the operating guidelines and best practices outlined in the Face Coverings in Enclosed Public Places Operating Procedure C19-09.

This policy must be followed for the duration of the Niagara Regional By-Law No. 2020-46 and/or the Town of Pelham By-Law No. 4270(2020), whichever expires later.

### 3. Definitions

**Enclosed Public Space:** all or any portion of a building that is located indoors and where the public is ordinarily invited or permitted access to, whether or not a fee is charged or a membership is required for entry.

**Face Covering:** a cloth (non-medical) mask, medical mask or other face coverings (e.g., bandana, a scarf or cloth), for filtering respiratory droplets that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping. For clarity, a Face Covering may include, but is not



required to be a medical mask such as surgical masks, N95 or other masks required by healthcare workers.

#### **4. General Provisions**

Employees will be responsible for wearing a face mask when working in public areas of the premises which are accessible to the public unless the employee is within or behind a physical barrier, or an employee is unable to maintain 2 metres (6 feet) of physical distance between one another.

Face coverings must:

- Fit securely to the head with ties or ear loops;
- Maintain their shape after washing and drying;
- Be made of at least two layers of tightly woven material (such as cotton or linen);
- Be large enough to completely and comfortably cover the nose and mouth and chin without gaping.

#### Roles and Responsibilities:

##### Employees

- Use the face masks as directed;
- Care for the face masks as directed and ensure the face mask is maintained in good condition;
- Adhere to the Face Coverings in Enclosed Public Places policy and procedure;
- Ensure two clean face masks are available at work each day;
- An employee will discuss with their Supervisor if they are unable to wear a face mask;
- No employee shall be required to provide proof of any of the exemptions set out in the By-Laws.

##### Supervisors

- Provide non-medical face masks to employees and ensure back-up masks are available if required;
- Provide employees with the Face Coverings in Enclosed Public Places policy and procedure and proper training on the donning and doffing of face coverings;
- Ensure non-medical face masks are worn appropriately as per the directives of the local public health unit;
- If an employee is unable to wear a face mask as outlined in the By-Law, the Supervisor will discuss with the employee.



Persons considered exempt include the following:

- A child who is under the age of 5 years old;
- A person who is unable to wear a face covering as a result of a medical condition or a disability who is unable to put on or remove a face covering without assistance or for whom a face covering would inhibit the person's ability to breathe;
- A person while consuming food or drink provided by a business that is permitted to operate under the Provincial Emergency Orders and provided that all other conditions of the Emergency Orders are met;
- A person while receiving services involving the face and requiring the temporary removal of a face covering provided such services are permitted to operate under the Provincial Emergency Orders and provided 2 metres distance is maintained from all other persons other than the person providing the service;
- A person engaged in a sport or other strenuous physical activity;
- A person while assisting or accommodating another person with a hearing disability; and
- Employees and agents for the owner or operator of the enclosed public space within an area not for public access, or within or behind a physical barrier.

## **5. Attachments**

Face Coverings in Enclosed Public Places Operating Procedure C19-09.