



Operating Procedure	
Procedure Name:	Face Coverings in Enclosed Public Places
Procedure Number:	C19-09
Creation Date:	August 5, 2020
Revision Date(s):	-

1. Purpose

The purpose of this procedure is to provide direction to employees working within all 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. Scope

This procedure applies to all Employees, Volunteer Firefighters, Members of Council, or anyone conducting business in a Town of Pelham workplace during the COVID-19 pandemic. This procedure 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. Hazards

Exposure to an infectious illness through the workplace can occur in various ways including, but not limited to:

- Close contact with a co-employee or member of the public that has an infectious illness.
- Exposure to water droplets from sneezing, coughing or saliva.



- Indirect exposure through touching surfaces touched by a person who has an infectious illness, then the individual touches their eyes, mouth or other areas of the face.

The COVID19 virus can be spread before symptoms appear (pre-symptomatic) and when the person may have contracted the virus but symptoms are minimal or absent (asymptomatic).

5. Requirements

In accordance with the By-Laws passed by the Town of Pelham and the Niagara Region, every person within an enclosed public place shall wear a face covering.

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.

6. Operating Guidelines/ Best Practices

1. Management will provide each employee who is working at a Town of Pelham workplace with disposable masks.
2. If an employee prefers a reusable mask, they may bring their own to work.
3. Employees must have two face masks at work at all times – one to wear as outlined in this document and one as a spare in the event a mask is forgotten.
4. Employees are not required to wear a face mask in an area of the premises that is not designated for public access unless they are unable to maintain 2 metres (6 feet) of physical distancing.
5. Employees may at any time wear a mask in the workplace if they feel more comfortable to do so.
6. Reusable face masks should be cleaned each day in hot water and hung to dry, or according to the manufacturer's directions. Do not place your masks in the dryer. Placing the reusable face mask in the dryer can shrink the masks.



7. Any staff member who should be exempt from wearing a face covering as outlined in the Town of Pelham By-Law No. 4270(2020) or the Niagara Regional By-Law No. 2020-46 is to contact their supervisor and Human Resources to ensure a safety plan is implemented.
8. If a member of the public refuses a face covering:
 - Employees are not obligated to enforce these By-Laws or question citizens if they refuse to wear a face covering.
 - Employees shall not request proof from a member of the public that they meet exemption requirements.