

SECTION: Health & Safety		GUIDELINE #: JHS-034
Date Approved: July 15, 2020		Infection Control – Masks and Face Coverings
Revision Date: November 25, 2020	Review Date: November 25, 2020	
Authority: Joint Health & Safety Committee		

PURPOSE

To implement protocols for wearing masks/face coverings, in accordance with Provincial and Public Health direction, as one of many measures to help control the spread of COVID-19 and to support the health and safety of all.

SCOPE

This guideline applies to:

- All Town Employees
- Hanover Public Library Employees
- Launch Pad Youth Activity and Technology Centre Employees
- Council Members
- Contractors/Visitors

DEFINITIONS

A “face covering” is a non-medical mask or other item worn such as a bandana, a scarf or cloth that covers the mouth, nose and chin ensuring a barrier that limits the transmission of infectious respiratory droplets.

A “medical mask” is a surgical or N95 mask that covers the mouth, nose and chin ensuring a barrier that limits the transmission of infectious respiratory droplets. Surgical masks and N95 masks are reserved for use by first responders and healthcare professionals only.

A “non-medical mask” is a mask that covers the mouth, nose, and chin ensuring a barrier that limits the transmission of infectious respiratory droplets. The Town will provide disposable masks for use by staff and the public as necessary.

A “patron” is a member of the public who is accessing the regular services of Town facilities in publicly accessible areas. Patrons are not considered visitors. Third party rental groups are considered patrons. Members of the public who choose to attend public committee meetings are considered patrons.

A “visitor” is anyone who is not an employee that accesses non-public areas of Town property or facilities, and includes contractors performing work at Town facilities or property. Committee members invited to a Town facility to participate in a meeting or other function are considered visitors.

OVERVIEW

The Town considers the health and safety of staff and members of the public to be of the utmost importance. The Town will comply with direction from the Province of Ontario, Public Health, the Medical Officer of Health, and other governing bodies and as such, will require the use of masks or face coverings in certain circumstances.

Ontario Regulation 364/20

Those responsible for businesses or organizations which are open must ensure that any person in the indoor areas of the organization or business wears a mask or face covering. This includes people operating a vehicle as part of business operations.

The following are exempt from the requirement to wear masks or face coverings indoors:

- Those working for the organization who are in an area that is not accessible to the public and where they are able to maintain at least 2 metres of distance from any other person;
- Children under two years of age;
- Those with a medical condition that inhibits their ability to wear a mask or face covering;
- Those who are unable to put on or remove their mask or face covering without the assistance of another person;
- Those requiring reasonable accommodation under the *Human Rights Code* or *Accessibility for Ontarians with Disabilities Act*;
- Those attending schools, child care programs, residential services/supports, or correctional facilities which are operating in compliance with their respective governing bodies; or
- Those performing in or rehearsing for an artistic or theatrical event.

Masks may be temporarily removed while indoors for the following reasons:

- To engage in an athletic or fitness activity,
- To consume food or drink,
- In cases where it is required to ensure a person's health and safety, or
- The person is obtaining services which require the removal of their mask or face covering.

Note: Masks and face coverings may need to be supplemented with eye protection in the form of safety glasses and/or a face shield. This must occur if a worker is required to come within 2 metres of another person who is not wearing a face covering and not separated by plexiglass or some other impermeable barrier. This PPE applies to both indoor and outdoor and public and non-public areas of facilities.

GUIDELINES FOR PUBLICLY ACCESSIBLE AREAS OF TOWN FACILITIES

The following will apply for as long as requirements remain in place under Ontario Regulation 364/20. Exemptions as specified within the Regulation will also apply to the provisions below.

1. All staff are required to wear a non-medical mask or face covering when in publicly accessible indoor areas of any Town facility. (Eg. Lobbies, reception areas, hallways, corridors, areas beyond plexi-glass or tempered glass barriers etc.)
2. All staff visiting other enclosed public facilities while executing Town duties are required to wear a mask or face covering throughout their visit to the facility.
3. Members of Council are required to wear a mask or face covering when in publicly accessible indoor areas of any Town facility, or when conducting Town business at other indoor public facilities.
4. Contractors and visitors are required to wear a mask or face covering when in publicly accessible indoor areas of any Town facility.
5. Representatives of the Town are asked to provide verbal reminders to patrons who are not wearing a mask or face covering when entering a Town facility.
6. The Town reserves the right to turn away patrons who are not wearing a mask or face covering and who are not covered under the exemptions of the Public Health Order.

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GUIDELINES FOR NON-PUBLIC AREAS OF TOWN FACILITIES

The following will apply for as long as deemed necessary by the Town.

1. All staff are required to wear a non-medical mask or face covering when a distance of 2 metres from others cannot be maintained. This includes within Town vehicles or within personal vehicles being used for Town business.
 - a) Where approved by the JHSC, alternative face coverings such as face shields, may be used in place of a mask for the completion of certain tasks.
 - b) Those requiring accommodation related to the use of masks and face coverings must contact Human Resources to discuss their situation and to initiate the development of an Individual Accommodation Plan, if needed, in accordance with HR-019 Individual Accommodations & Emergency Response Plans Policy. Medical documentation may be requested to support the accommodation process.
2. Members of Council are required to wear a mask or face covering while conducting council-related work when a distance of 2 metres from others cannot be maintained.
 - a) Those requiring accommodation related to the use of masks and face coverings must contact Human Resources to discuss their situation and to initiate the development of an Individual Accommodation Plan, if needed, in accordance with HR-019 Individual Accommodations & Emergency Response Plans Policy. Medical documentation may be requested to support the accommodation process.
3. Contractors and visitors are required to wear a mask or face covering at all times.
 - a) Department Heads may approve removal of face masks in certain situations, such as where contractors are completing hot work and are able to maintain more than 2 metres of distance from staff or others.

RELATED DOCUMENTS

- a) Hanover Return to Work Reintegration Plan for COVID-19 and Appendices
- b) JHS-021(G) Contractor and Visitor Responsibilities
- c) HR-019 Individual Accommodations & Emergency Response Plans Policy
- d) Ontario Regulation 364/20
- e) JHS-025 COVID-19 Safety