

POLICY	
Policy Number: HS2020-044	Date Approved: August 2020
Department: Health & Safety	Date Reviewed: October 2020
Mandatory Face Covering	

### 1. Policy Statement

Mask or face coverings are mandated for employees, visitors and customers upon entering and remaining within all Town of Kirkland Lake facilities.

### 2. Purpose

Increasing scientific evidence supports wearing a mask or face covering when in enclosed public spaces as an important measure in reducing COVID-19 transmission.

The Medical Officer of Health for the Timiskaming District, has mandated the wearing of a mask or face covering, pursuant to O. Reg 263/20 s.4(2) (or as current), to all employers and persons responsible for businesses or organizations within the district of Timiskaming, effective July 24, 2020 as of 12:01 am, as well as creation of a policy regarding use of masks or face coverings.

### 3. Scope

Beginning July 24, 2020, all employees, visitors and customers are required to wear a mask or face covering upon entering and remaining within all Town of Kirkland Lake facilities. The mask or face covering must cover the nose, mouth and chin.

- a. The following persons are exempted from the requirement to wear a mask or face covering and will not be required to provide proof of such exemption:
  - i. Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask or face covering and cannot be persuaded to do so by their caregiver;
  - ii. Persons with medical conditions who cannot safely wear a mask or face covering (e.g. due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);

- iii. Persons who cannot wear or remove a mask or face covering without assistance, including people who are accommodated under the Accessibility for Ontarians with Disabilities Act (AODA) or are protected under the Ontario Human Rights Code, R.S.O. 1990, c.H. 19 as amended;
  - iv. Employees who are in an area of the premise that is not designated for public access, or who are within or behind a physical barrier (e.g. Plexiglas).
- b. Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
- i. Actively engaging in an athletic or fitness activity including water-based activities;
  - ii. Consuming food or drink;
  - iii. For any emergency or medical purpose.

#### **4. Policy & Procedure**

This policy will be implemented and enforced in “good faith” to primarily educate people on masks and face coverings and promote their use in enclosed public spaces.

- a. Persons with exemptions listed under 1a) are not required to show proof of exemption.
- b. Signs about the requirement to wear masks or face coverings shall be posted at all public entrances.
- c. Persons entering or remaining without a mask or face covering will be given a verbal reminder of the policy’s masking requirement.
- d. Employees will be trained on the policy, including where and how to properly wear a mask or face covering, and how to help and respond to customers who do not have a mask or face covering.
- e. A copy of this policy will be made available on request to a public health inspector or other person authorized to enforce the EMCPA.

**5. Summary**

This policy will remain in place until such order is revoked by the Chief Medical Officer, or until such time that the directive is modified.