

Sample Face Covering Policy for Businesses and Organizations for Enclosed Public Spaces

POLICY on Mandatory Use of Face Covering in Enclosed Public Spaces

[Name of Business/Organization]

Date:

1. Face Covering Required:

Effective July 17, 2020 no **Person** is permitted to enter or remain in an **Enclosed Public Space** owned or operated by [Name of Business/Organization], unless they are wearing a **Face Covering** at all times in a manner that covers the mouth, nose and chin without gaping. Certain exemptions apply, and these are listed below.

2. Definitions:

- **Person** means any customer, patron, client **Employee** or visitor, who enters the enclosed public space;
- **Employee** means employees, volunteers, students, contractors, and others who access the enclosed public space;
- **Enclosed Public Space** means indoor public spaces of businesses or organizations accessed by the public;
- **Face Covering** means a medical mask or a non-medical mask or other Face Coverings such as a bandana, a scarf, or cloth that covers the mouth and nose. Face shields are not acceptable forms of a face covering for the purpose of these instructions.

3. Temporary Removal:

The face covering may be temporarily removed to access services provided by [Name of Business/Organization] where it is reasonably required to do so.

4. Exemptions:

The requirement to wear a face covering does not apply to:

- a) Children under two years of age or children under the age of five years either chronologically or developmentally who refuse to a face covering and cannot be persuaded to do so by their caregiver.
- b) Persons with medical conditions who cannot safely wear a face covering (for example, due to breathing difficulties, cognitive difficulties, hearing or communication difficulties).
- c) Persons who cannot wear or remove a 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.
- d) Persons who for any religious or cultural reason cannot wear a face covering, or cannot cover the face in a manner that would cover the nose and mouth.

5. Proof of Exemption Not Required:

No person shall be required to provide proof of any exemption.

6. Good Faith Implementation:

This policy is enacted and enforced based on good faith. This means that the primary goal is to educate all persons on the importance of face covering use.

7. Signage and Verbal Instructions:

Visible signage about is posted to advise persons of the face covering requirement.

Employees are required to provide verbal reminders to persons entering the Enclosed Public Space without a face covering or persons unreasonably **removing** the face covering while in the premises. To the fullest extent possible, [Name of Business/Organization] will establish practices such that persons who enter without a face covering (i.e. who have an exemption) are not subject to within premises verbal reminders.

8. Employee Training:

[Name of Business/Organization] will ensure that all employees are aware of the policy and are trained on its implementation and enforcement.

[Topics for the business/organization to consider:

- *How to respond to a person who enters the premises and advises an employee that they don't have a face covering*
- *How to respond to a person who is exempt from wearing a face covering*
- *What to do if a person is requesting additional information about our policy*
- *How to respond to an aggressive person*
- *How to respond if a person is requesting information about the evidence of face covering use*
- *How to respond to a person who is asking about who is responsible to enforce this policy]*

A list of frequently asked question can be found at phsd.ca/faq

9. Policy Availability:

This policy is available, upon request, to a Public Health Inspector or other person authorized to enforce the *Emergency Management and Civil Protection Act, R.S.O. 1990* and related Regulations.

Additional Measures (optional for inclusion in face covering policy)

Capacity Limits:

Unless otherwise excepted in provincial legislation or guidance, [Name of Business/Organization] limits the number of persons allowed entry so that every member of the public is able to maintain a physical distance of at least two metres from every other person in the premise.

Hand Sanitizer:

Alcohol-based hand rub is made available at all entrances and exits for the use of all persons entering or exiting the premises.

Sample Face Covering Policy for Businesses or organization for Enclosed Employee Spaces

POLICY on Mandatory Use of Face Covering within in Enclosed Employee Spaces

[Name of Business/Organization]

Date:

1. Employee Requirements:

Effective July 17 2020, the following requirements are in place for **Employees** accessing an **Enclosed Employee Space** (accessed by employees and not accessed by the public) within [Name of business or organization].

- Ensure physical distancing of two metres (6 feet).
- Wear a **Face Covering** if physical distancing is not possible.
- Monitor yourself for COVID-19 symptoms, and if you are experiencing symptoms, stay home and get tested for COVID-19.
- Practice excellent hand hygiene and cough and sneeze etiquette.
- Enhanced cleaning and disinfecting of surfaces.

2. Definitions:

- **Employee** means employees, volunteers, students, contractors, and others who access the Enclosed Public Space;
- **Enclosed Employee Space** means indoor spaces of businesses or organizations accessed by the employees and not accessed by the public;
- **Face Covering** means a medical mask or a non-medical mask or other Face Coverings such as a bandana, a scarf, or cloth that covers the mouth and nose. Face shields are not acceptable forms of a face covering for the purpose of these instructions.

3. Temporary Removal:

The Face Covering may be temporarily removed where it is reasonably required to do so.

4. Exemptions:

The requirement to wear a Face Covering does not apply to:

- a) Children under two years of age or children under the age of five years either chronologically or developmentally who refuse to a face covering and cannot be persuaded to do so by their caregiver.
- b) Persons with medical conditions who cannot safely wear a face covering (for example, due to breathing difficulties, cognitive difficulties, hearing or communication difficulties).

- c) Persons who cannot wear or remove a 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.
- d) Persons who for any religious or cultural reason cannot wear a face covering or cannot cover the face in a manner that would cover the nose and mouth.

5. Proof of Exemption Not Required:

No Person shall be required to provide proof of any exemption.

6. Good Faith Implementation:

This policy is enacted and enforced based on good faith. This means that the primary goal is to educate all Persons on the importance of Face Covering use.

8. Employee Training:

[Name of Business/Organization] will ensure that all Employees are aware of this policy and trained on its implementation.

[Topics for the business/organization to consider for Employees/Management:]

- *How to respond to an employee who enters an Enclosed Employee Space without a Face Covering*
- *How to respond to an employee who is exempt from wearing a Face Covering*
- *What to do if an employee is requesting additional information about our policy*
- *How to respond to an aggressive employee*
- *How to respond if an employee is requesting information about the evidence of Face Covering use*
- *How to respond to an employee who is asking about who is responsible to enforce this policy]*

9. Policy Availability:

This policy is available, upon request, to a Public Health Inspector or other person authorized to enforce the *Emergency Management and Civil Protection Act, R.S.O. 1990* and related Regulations.