

Mandatory Use of Face Covering within [Name of Business/Organization/Service]

Date:

Effective Friday, July 24, 2020, the North Bay Parry Sound District Health Unit (Health Unit) requires the use of face coverings in certain enclosed public spacesⁱ (businesses, organizations, and services) and transportation in our district.

All persons entering the business/organization/service, [Name of Business/Organization/Service] are required to wear a face coveringⁱⁱ that covers the nose, mouth and chin, unless they meet the criteria for exemption (see below).

All staff who interact with the public or enter public spaces within [Name of Business/Organization/Service] must also wear a face covering, unless they are exempt. Additionally, all staff working within [Name of Business/Organization/Service] who cannot maintain two metres (six feet) from other staff members must also wear a face covering. Staff within or performing duties behind, a physical barrier (e.g. plexiglass barrier) are not required to wear a face covering; however, staff must wear a face covering in a situation where physical distancing cannot be maintained with other staff within or behind a physical barrier.

The face covering must be worn at all times unless it is reasonably required to temporarily remove the face covering for services provided by [Name of Business/Organization/Service].

Best effortsⁱⁱⁱ shall be made to only allow entry to persons wearing a face covering.

A Person shall be exempt from wearing a face covering on the premises if:

- a) children under the age of two years; or a children under the age of five years either by birth age or mental development who refuses to wear a face covering and cannot be persuaded to do so by their caregiver;
- b) individuals who are unable to remove their face covering without assistance under the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) or who have protections under the [Ontario Human Rights Code, R.S.O 1990, c.H.19](#), as amended;
- c) individuals whose breathing would be inhibited by wearing a face covering;
- d) individuals with medical conditions rendering them unable to safely wear a face covering including but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information;
- e) officiants (e.g. minister, rabbi, priest, imam) of a religious ceremony if standing in an area of the worship space that is separate and at least two metres apart from the public attending the ceremony;
- f) a person who is employed by or is owner/operator of an enclosed public space and:
 - in an area that is not designated for public access and where physical distancing of two metres can be maintained;
 - within or performing duties behind, a physical barrier (e.g. plexiglass barrier); *however, staff must wear a face covering in a situation where physical distancing cannot be maintained with other staff within or behind a physical barrier, or*
 - in an office that is not open to the public including professional offices where clients receive services by appointment only (e.g. lawyer, accountant) – except waiting room, as applicable.

Sample Face Covering Policy

[Name of Business/Organization/Service]'s policy for the mandatory use of a face covering within the business, organization or service, including transportation will be implemented in "good faith" and will be used as a means to educate people on face covering use within our premises. Persons exempted from wearing a face covering will not be required to show proof of exemptions listed above.

Additionally, [Name of Business/Organization/Service] will:

1. To the fullest extent possible, ensure effective measures are in place to maintain physical distancing amongst all persons who enter the premises.
2. Promote excellent hygiene practices including hand hygiene, and cough and sneeze etiquette.
3. Ensure the availability of alcohol-based hand sanitizer (with minimum alcohol concentration of 60%) at all entrances and exits for everyone's use when entering or exiting the premises.
4. Post clearly visible signage at every public entrance to the premises indicating that all persons entering or remaining in these premises must wear a face covering that securely covers the nose, mouth and chin, unless exempt. **Sample signage** can be found on the Health Unit's website www.myhealthunit.ca/FaceCoverings.
5. Ensure that all staff are aware of the policy and trained on [Name of Business/Organization/Service]'s expectations and implementation.
6. Provide a verbal reminder to any person entering the premises without a face covering that they should be wearing a face covering, if able.
7. Require, for persons in an enclosed public space removing their face covering for extended periods of time, a verbal reminder of the requirement to wear a face covering under these instructions.
8. Be able to provide a copy of the policy upon request to a public health inspector or other person authorized to enforce the provisions of the [Emergency Management and Civil Protection Act \(EMCPA\)](#).

Additionally, [Name of Business/Organization/Service] will train staff on this policy including how to respond to different situations that could occur, such as:

- How to respond to a person who enters the premises and advises staff 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

ⁱ **Enclosed public spaces** are indoor spaces of businesses, organizations and services which are accessed by the public, including transportation.

ⁱ **Under this mandate, Enclosed Public Spaces include, but are not limited to:**

- common areas of banks/financial institutions;
- common areas of hospitals and independent health facilities such as lobbies, food courts, and retail establishments;
- common areas of hotels, motels, or short-term rental premises such as lobbies, elevators, meeting rooms, rest rooms, laundry rooms, gyms, and kitchens;
- common areas of mechanics' shops, garages, and repair shops;
- common areas of premises under the control of a regulated health professional under the [Regulated Health Professions Act, 1991, S.O. 1991, c. 18](#), as amended, such as waiting rooms;

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- convenience stores;
- farmer's markets;
- grocery stores and bakeries;
- libraries, museums, art galleries, recreational facilities, bingo halls, community centres and halls, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;
- organization, government, and business offices (publicly accessible areas) including spaces where training is being provided to the public;
- personal service settings (e.g. spas, hair salons, barbers, nail salons) that are subject to health and safety protocols provided by the Province of Ontario during the provincial emergency;
- places of worship (e.g. churches, mosques, synagogues, temples);
- private business transportation (e.g. company vehicle)
- private transportation (e.g. taxis, rideshare services);
- public transportation (e.g., bus or train);
- restaurants, cafés, cafeterias, food premises, banquet halls, nightclubs, bars;
- retail establishments and shopping malls; and
- sports facilities, sports clubs, gyms, yoga studios, dance studios, and stadiums.

The Enclosed Public Spaces NOT included:

- Spaces subject to provincial and/or local public health guidance:
 - child care centres and providers governed by the [Child Care and Early Years Act, 2014, S.O. 2014, c. 11](#), as amended (**except when medical masks are required, as directed**);
 - day camps, and
 - schools under the [Education Act, R.S.O. 1990, c. E.2](#), as amended;
**Parents / guardians are required to wear a Face Covering when entering a common area of these premises.*
- Indoor areas of a business, organizations, or services that are not designated for public access – if staff members can maintain physical distance of two metres from one another; and
- offices not open to the public including professional offices where clients receive services by appointment only (e.g. lawyer, accountant) – except waiting room, as applicable, or if physical distancing of two metres is unable to be maintained

ⁱⁱ A **face covering** is a cloth face covering, or other face covering with *preferably* two layers of material that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping in order to contain coughs, sneezes and respiratory spit and spray of the person wearing the face covering. Face coverings such as a bandana, scarf, cloth, niqab or burka are not designed to filter air and do not have a number of layers; however they are a better alternative if a face covering is not available. (Where possible, a cloth mask should be worn underneath a head covering to ensure best fit against the face.) Face shields can also be used in situations when a person is unable to use any other type of face covering. Face shields are not acceptable forms of a face covering for the purpose of these instructions.

ⁱⁱⁱ **Best efforts** when restricting entry to persons not wear a face covering are defined as follows:

- Where a business, organization or service has a staff member restricting occupancy into the premises, a verbal reminder that they should be wearing a face covering as a result of these instructions shall be given to any person entering the premises without one. For greater clarity, there is not a need for a business, organization or service to turn away the individual to achieve the best effort standard.
- For persons seen removing their face covering for extended periods of time, a verbal reminder to that person of the requirement to wear face coverings under these instructions.