

Use of Masks in the Workplace Policy

Policy:

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Author:

Human Resources

Authority:

CAO

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Related Documents

- Personal Protective Equipment Policy and Program
- Work Accommodation Procedure

Replaces:

- Use of Non-Medical Mask or Face Covering – Staff Only Areas
- Mandatory Use of Non-Medical Mask or Face Covering – Publicly Accessible Areas

Relevant Legislation:

- Ontario Human Rights Code

1.0 Policy Statement

The Regional Municipality of Halton (the “**Region**”) requires all employees attending a Workplace wear an approved mask that is supplied by the Region.

2.0 Purpose

The Region is committed to creating a safe workplace that protects employees against illness or injury, including the transmission and contraction of COVID-19. The use of medical grade masks in the workplace is an appropriate and effective safety measure to support the health and safety of employees.

3.0 Scope

This policy applies to all Regional employees including those employed on a permanent, part-time or contract basis (i.e. contracted by the Region directly, as well as those people employed by an employment agency), students, high risk third party contractors (where permitted by agreements between the Region and a contractor) and volunteers.

Where the requirements of a job require staff to wear a different type of mask or Personal Protective Equipment covering their nose, mouth and chin, that requirement shall prevail.

Definitions & Acronyms

Approved Mask: a disposable medical mask that is rated as Level 3 or higher by the American Society for Testing and Materials (ASTM) and that is supplied by the Region.

High Risk Third Party Contractors: The employees of third party contractors who regularly attend the workplace and who comingle with Regional employees

Personal Protective Equipment: equipment or clothing required to be worn or used, as directed by the Region, to minimize exposure to identified job specific hazards in the workplace.

Workplace: Any location that a Regional employee performs tasks, jobs or projects for the Region, including Regional facilities and job sites. For the purpose of this policy, it does not include one's own residence.

4.0 Policy

1. The Region will supply employees with an approved mask to be used when they attend the workplace.
2. Upon entry to the workplace, employees must replace their personal mask with an approved mask. Only approved masks are permitted for use in the workplace.
3. A face shield is not a substitute for wearing an approved mask, but the use of a face shield in addition to an approved mask is encouraged. Upon request, the Region will supply employees with a face shield to be used when they attend the workplace.
4. Employees must wear an approved mask when they are not at their desk and when they cannot maintain a physical distance of at least 2 meters from another person.
5. The wearing of an approved mask is intended to accompany, not replace, other health and safety measures such as physical distancing and frequent hand hygiene.
6. The use of any face covering other than an approved mask is only permitted if it is done in addition to an approved mask, i.e., worn over top of an approved mask.
7. Employees must ensure that the donning and doffing of the approved mask is done in accordance with the mandatory training provided.

Exemptions

8. Employees who cannot wear an approved mask due to a valid medical reason must follow the Region's [Work Accommodation Procedure](#).