

Use of Masks in the Workplace 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**”) encourages employees attending the workplace to wear a medical grade mask in indoor settings where physical distancing may be a challenge.

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 respiratory illnesses including COVID-19 and influenza. The use of masks can be an effective measure for preventing the spread of respiratory illness, particularly in indoor settings where physical distancing may be challenging. The Region will continue to provide medical grade masks in the workplace to provide employees with the opportunity to wear a mask if they wish to do so.

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 employees, students, high risk third party contractors and volunteers are subject to a job-specific or program-specific mask requirement that is more stringent than this policy, such requirement will prevail over this policy.

Definitions & Acronyms

- **Medical Grade 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 come in contact 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

- The Region will supply employees with medical grade masks to be available when they attend the workplace.
- Employees are encouraged to wear a medical grade mask in the workplace, particularly in indoor settings where physical distancing may be a challenge.
- Employees are required to wear a mask in the following settings:
- In accordance with the specific mask requirements of an individual Regional program, including but not limited to Long-Term Care or certain programs in the Health Department; or
- for 10 days following the onset of COVID-19 or other respiratory virus symptoms. Find out more at the [Province's public health measures and advice webpage](#); or
- when attending businesses or organizations with mask policies.
- All employees must respect and support the individual choices of others with respect to wearing a mask.
- Employees are encouraged to refer to the [Region's instructions on the proper donning and doffing of masks](#).