HS16 Policy Addendum – Mandatory Use of Masks

Classification: Health, Safety & Security
Responsible Authority: Director, Risk Management
Executive Sponsor: Vice President Finance and Administration
Approval Authority: Algonquin College Executive Team
Date First Approved: 2020-07-30
Date Last Reviewed: 2020-07-30
Mandatory Review Date: Interim (pending changes to regulations)

PURPOSE
The purpose of this policy is to conform to the City of Ottawa “Temporary Mandatory Mask By-law 2020-180” and associated regulations to control the community spread of COVID-19 and to otherwise establish College policy surrounding mandatory wearing of masks within the enclosed public spaces of the College community.

SCOPE
This policy applies to all College campuses and all members of the College community.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>College Community</td>
<td>All employees, students, contractors, volunteers and visitors.</td>
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<tr>
<td>Mask</td>
<td>NOTE: Masks are helpful in controlling the spread of infection at a community level by reducing viral spread by an infected person through droplets (source control). Masks include personal fabric and cloth masks that are manufactured and distributed for the purpose of providing source control as well as disposable surgical and procedure masks that are issued strictly for the purpose of source control. Masks are not considered personal protective equipment (PPE) in the context of College health and safety guidelines and programs, unless they are surgical or</td>
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**Word/Term**  
procedure masks that are issued for the purpose of protecting the wearer from a hazard they may come in contact with.

**Definition**  
Masks offer a level of protection to the community that is supplemental to other control measures such as frequent hand washing / hand sanitizing, cough and sneeze etiquette and physical distancing requirements. Wearing a mask does not replace or reduce the importance of adhering to these practices, as stipulated in policy HS 16 COVID-19 Workplace Recovery.

Enclosed Public Space  

An enclosed public space is any indoor area that the public is invited or permitted access, either expressly or by implication, in order to receive or to provide goods or services. It includes all common spaces, corridors, academic areas, eating establishments, meeting and conference rooms, operational support areas, group offices, open work areas and other work spaces that are occupied by more than one person. Private office spaces and other work areas where the public is not invited or permitted access and that are occupied by only one person are excluded from this definition.

**POLICY**  
All College community members share a social responsibility to contribute to the safety and well being of the College community. Effective immediately and until further notice, it is the policy of the College that all members of the College community wear a mask while in enclosed public spaces within College facilities, subject to the following stipulations.

1. All College community members are required to wear personal masks when they attend College campuses.
2. Before accessing a College enclosed public space, College community members must put on the mask, following appropriate safe procedures.
3. In cases where a College community member does not have a mask and access to College enclosed public spaces is required, a mask may be issued to the College community member to put on, prior to entering an enclosed public space.
4. Access to College enclosed public spaces may be denied in instances where a College community member:
   a. Refuses to wear a mask, without valid exclusion;
   b. Does not properly wear a mask such that it covers their nose, mouth and chin at all times while inside enclosed public spaces.
5. Exclusions:
   a. Children under two years of age, or children under the age of five years either chronologically or developmentally and who refuse to wear a mask and cannot be persuaded to do so by their caregiver;
b. Individuals with medical conditions rendering them unable to safely wear a mask, including breathing difficulties or cognitive difficulties;

c. Individuals who are unable to apply or remove a mask without assistance, including those who are accommodated 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;

6. Masks may be temporarily removed, for the purpose of:
   a. receiving services, that require the removal of their mask;
   b. actively engaging in an athletic or fitness activity including water-based activities, including lifeguards working at indoor pools;
   c. consuming food or drink; or
   d. emergency or medical purpose.

**PROCEDURE**

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>1. Wear a personal mask when attending College campuses with an intention to access enclosed public spaces within College buildings</td>
<td>All College Community Members</td>
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<tr>
<td>1.1 Follow proper procedures for the wearing of masks, in accordance with the directions provided here.</td>
<td>All College Community Members</td>
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<tr>
<td>2. Advise persons entering College campus buildings of the requirement to wear a mask</td>
<td>Security Services / Campus Administrators</td>
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<tr>
<td>2.1 Security Staff posted at College campus access points will advise persons entering the building of the policy.</td>
<td>Security Services / Campus Administrators</td>
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<td>2.2 Signage will be posted at access points to College campus buildings that includes the following message:</td>
<td>Security Services / Campus Administrators</td>
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<tr>
<td>“All persons entering or remaining in these premises must wear a mask that covers the nose, mouth, and chin as required under City of Ottawa By-law 2020-186.”</td>
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<tr>
<td>2.3 Persons who must access enclosed public spaces of College buildings, but do not have a mask may be issued a mask or may be denied access, depending on the necessity of the access.</td>
<td>Security Services / Campus Administrators</td>
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<tr>
<td>3.0 Advise College community members, who are not wearing a mask in enclosed public spaces, of the mandatory requirement to wear a mask.</td>
<td>All College Community Members</td>
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<tr>
<td>3.1 In accordance with the policy statement, College community members discharge their responsibility for the safety and well</td>
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being of the College community by advising persons, who they observe to not be wearing a mask, of the mandatory requirement to wear a mask. College community members are not expected to actively and directly enforce this requirement.

3.2 Persons not wearing masks may be subject to College disciplinary sanctions and alternate enforcement measures, where appropriate, when reported to College administration or Security Services.

SUPPORTING DOCUMENTATION

RELATED POLICIES

HS 16 COVID-19 Workplace Recovery
SA 07 Student Conduct
HR 18 Employee Code of Conduct

RELATED MATERIALS

Occupational Health & Safety Guidelines COVID-19

Returning to Campus Resources – Students
https://www.algonquincollege.com/coronavirus/return-to-campus-students/

Returning to Campus Resources – Employees