	City of Wetaskiwin Administrative Directive:	Face Mask Directive (COVID-19)
Directive # HR-015	Approved Date: July 31, 2020	Revised Date: August 28, 2020

Directive Purpose

The COVID-19 pandemic presents a serious health risks to the City of Wetaskiwin organization and community. To reduce the health risk to employees and to maintain business continuity during this pandemic, the City of Wetaskiwin directs employees to wear a face mask while inside City facilities, and where physical distancing cannot be maintained during City business or functions.

Definitions

Approved face mask or covering – means a face mask that covers the nose, mouth, and chin without gaping and with the designed purpose to limit the spread of respiratory illness. A mask or covering must have at least two layers of fabric and not an expiration valve. Where a face mask can not be worn due to psychological, medical, or environmental reasons a face shield may be worn.

CAO - Chief Administrative Officer; can also be referenced as City Manager.

Cohort – individuals who interact with the same limited group of people within their own cohort rather than switching daily contacts or randomly interacting with others outside that circle.

City Vehicle – any truck, car, bus, or similar self-propelled conveyance, including any motorized unit which may or may not be self-propelled or mounted on a truck or trailer, and which is owned or leased by the City of Wetaskiwin.

Leadership – a term that refers to all levels of management that are responsible for controlling and directing staff. Titles include but are not limited to: team leader; operator in charge; coordinator; captain; sergeant; deputy chief; chief; supervisor; manager; general manager; and city manager.

Respirator - Air Purifying Respirators is a tight-fitting half or full facepiece or a loose-fitting facepiece, hood, or helmet that removes contaminants in the air that you breathe by filtering out particulates including respiratory droplets. When used, the wearer must be fit tested by a competent person.

Physical Distancing – maintaining a physical separation of at least 2 meters (6 feet) from another person not in one's family or cohort.

The City – The City of Wetaskiwin.

Responsibilities

1. Chief Administrative Officer (CAO) shall:
 - a. Determine the duration for the directive to be in effect.
 - b. Direct leadership actions resulting from employee non-compliance.
 - c. Formally communicate the intent, terms, and conditions of this directive to all employees.

2. Leadership shall:
 - a. Review the directive with employees to ensure they understand the intent, terms, and conditions.
 - b. Enforce the intent, terms, and conditions of this directive.
 - c. Accommodate employees that may be unable to fulfill the intent of this directive due to psychological, medical, or physical conditions
 - d. Provide face masks suitable for the employees to fulfill the requirements of this directive. Employees may choose to supply their own masks at their own expense as long as the mask meets the requirements for an approved face mask.
 - e. Ensure employees are educated on the proper wearing and limitations of their face masks/respirators, including safe length of wearing time and frequency of changing the face mask.
 - f. Provide reasonable and practicable alternatives to face masks for those unable to wear face mask.

3. Employees shall:
 - a. Adhere to the intent, terms, and conditions of this directive.
 - b. If an employee chooses to supply their own masks at their own expense the mask must meet the requirements for an approved face mask and the employee is responsible for the disposal or cleaning of the mask as outlined in this directive.
 - c. Report to leadership of any physiological, medical, or physical condition that may prevent wearing a face mask.

Standards and Procedures

4. Public Health Canada has confirmed that when worn properly, a person wearing a face mask can reduce the spread of their own infectious respiratory droplets, the primary transmission of COVID-19. Although it is unlikely that a face mask protects the person wearing it but will help protect people from being exposed to any illness that can be transmitted by the wearer.

5. The use of an approved face mask or face covering by City employees will be mandatory while on City-related business or attending City functions. Some exemptions apply, see below.
6. The use of face mask will not replace, but will be used in conjunction with, other recommended controls such as frequent hand washing, physical barriers, and physical distancing.
7. The use of face mask shall be worn:
 - a. When two or more employees are riding in the same vehicle or mobile equipment while on City business, whether the vehicle or mobile equipment is City-owned or not;
 - b. By employees upon entry into City-owned facilities;
 - c. By employees working directly with the public;
 - d. While within offices of co-workers; both the office occupant and the entrant will be required to wear a mask;
 - e. By all City employees during meetings, council meetings, training seminars, or other circumstances of social gatherings associated with City business or functions;
 - f. By all employees entering residences or businesses while on City business; and
 - g. By all employees in any situation whereby physical distancing is not possible, while on City business or at a City function.
8. Face masks for employee use will be supplied by the City.
9. If employees decide to supply their own face mask, then it must:
 - a. Not have an expiration valve;
 - b. Must be cleaned or laundered daily if they are not disposable; and
 - c. Disposable masks must be disposed of in an appropriate garbage receptacle immediately following use and not used for more than a single business day.
 - d. Cloth/fabric face masks are required to have at least 2 layers of material.

Mask Wearing Safety Guidelines

10. Do:
 - a. Wear a non-medical mask or face covering to protect others;
 - b. Ensure the mask is made of at least two layers of tightly woven fabric;
 - c. Inspect the mask for tears or holes;
 - d. Ensure the mask or face covering is clean and dry;
 - e. Wash your hands or use alcohol-based hand sanitizer before and after



touching the mask or face covering;

- f. Use the ear loops or ties to put on and remove the mask;
 - g. Ensure your nose and mouth are fully covered;
 - h. Replace and launder your mask whenever it becomes damp or dirty.
 - i. Wash your mask with hot, soapy water and let it dry completely before wearing it again;
 - j. Store re-usable masks in a clean paper bag until you wear it again; and
 - k. Discard masks that cannot be washed in a plastic lined garbage bin after use.
11. Don't:
- a. DON'T reuse masks that are moist, dirty or damaged;
 - b. DON'T wear a loose mask;
 - c. DON'T touch the mask while wearing it;
 - d. DON'T remove the mask to talk to someone;
 - e. DON'T hang mask from your neck or ears;
 - f. DON'T share your mask; and
 - g. DON'T leave your used mask within the reach of others.

Exemptions

12. Face mask use will not be enforced under the following conditions:
- a. When alone in an office, meeting area or break room;
 - b. When working outdoors while physical distancing is maintained;
 - c. In working environments where respirators have been deemed necessary;
 - d. When an employee is involved with instructing and/or participating in physical activity, such as a fitness instructor or equivalent, *if* proper physical distancing is maintained; and
 - e. When an employee has a medical condition that prohibits or limits their ability to wear a mask.
 - i. The option to wear a face shield will be explored before mask exemption.
 - ii. The employee must submit the Non-Medical Mask Exemption Form to Human Resources and receive exemption approval or accommodation approval if a mask or face shield is not appropriate for their needs.

Use of Masks Outside of Work



13. Although the City is not mandating that the public or its staff wear masks outside of work, staff are asked to continue to prioritize the continuity of public service and the



safety of their colleagues and their families. The wearing of mask when outside your family or home cohort helps protect everyone and staff are asked to consider the use of face masks for themselves and family members when in public spaces.

Compliance

- 14. Leadership will monitor and enforce compliance of this directive by City employees.
- 15. Compliance to this directive is mandatory and failure to do so will result in disciplinary action up to and including termination of employment.

Approved By:		Responsible:	
	August 28, 2020		August 28, 2020
City Manager	Date	Director/Manager	Date