

Purpose:

- 1 To protect the health and safety of the City employees.
- 2 To help prevent the spread of COVID-19 and continually monitor and adjust approaches as conditions change.
- 3 To comply with and exceed requirements of the Alberta Occupational Health and Safety Act, Regulation, and Code.
- 4 To comply with and exceed requirements of The Face Covering in City Facilities Bylaw.
- 5 To comply with the Alberta Health Services COVID-19 workplace recommendations.
- 6 To create an organization standard for Face Coverings that is consistent and understandable.

Policy Statement(s):

- 7 The City provides and maintains, so far as practicable, a safe work environment for all Workers in City Workplaces.
- 8 All employees must wear a face covering at all times in City Workplaces:
 - (1) When moving around in common spaces (i.e. hallways, entrances, lunch rooms, etc.); and
 - (2) In accordance with their job specific formal workplace hazard assessments.
- 9 This policy does not apply when:
 - (1) physical barriers are in place;
 - (2) in a employee restricted access area used by City employees as long as physical distancing of 2 metres is able to be maintained;
 - (3) working alone in an office or cubicle;
 - (4) substantiated medical conditions require an alternate control because an employee is unable to wear a Face Covering;
 - (5) eating or drinking with physical distancing;
 - (6) engaging in an athletic or fitness activity with physical distancing; and/or
 - (7) performing heavy labour during short durations with physical distancing.
- 10 Staff must be trained and competent on the appropriate use of the approved Face Coverings (ex: how to place, remove, store, maintain, and clean).

Definitions:

- 11 City Workplaces means any indoor space, within a building or vehicle that is owned or operated by The City in which City employees work.

- 12 Face Covering means a medical or non-medical mask that covers the nose, mouth, and chin to create a barrier that limits the transmission of respiratory droplets whose type would be determined based on the job specific formal hazard assessments.
- 13 Workers refers to an employee, volunteer, or contractor working for or on behalf of The City.
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References/Links:

- 1 Bylaw 3657/2020 The Face Covering in Civic Facilities Bylaw.
- 2 Occupational Health and Safety Act, Regulation and Code of Alberta
- 3 2201-CA Hazard Assessment Elimination and Control
- 4 2202-CA Health & Safety Orientation
- 5 2203-CA Workplace Inspection
- 6 2204-CA Personal Protective and Equipment & Clothing
- 7 2221-CP Respiratory Protective Equipment
- 8 Corporate COVID-19 Return to Work Site Guidance Document
- 9 Corporate COVID-19 OHS PPE Guidance Document
- 10 Corporate COVID-19 Return to Work Site Health & Safety Orientation Checklist
- 11 Corporate COVID-19 Formal Hazard Assessment
- 12 Canadian Safety Association (CSA) Standard

Scope/Application:

- 1 This policy applies to all employees, volunteers, contractors, and consultants working on behalf of/for The City.

Authority/Responsibility to Implement:

- 1 Employees are responsible to ensure volunteers, contractors, and consultants working on behalf of/for The City are made aware of expectations of this policy.

Inquiries/Contact Person:

- 1 Human Resources Manager
- 2 HR Team Leader – Wellness & Safety

Policy Monitoring and Evaluation:

- 1 This policy will be monitored over the course of the COVID-19 Pandemic and revised as necessary.

Document History:

Date:	Approved/Reviewed By:	Title:
Approved: November 20, 2020	“Allan Seabrooke”	City Manager