**Face Mask Policy**

***Note to client: This policy is intended broadly and may not cover all requirements for your province, territory, municipality, or industry. Add or remove content as necessary to ensure the policy complies with all applicable laws, regulations, and orders.***

Intent

ABC Co-op is committed to the health and safety of its employees and as such has created this policy regarding the use of face masks in the workplace. This policy must be observed at all times when working in areas requiring face masks.

Guidelines

All employees, guests, and visitors of Peel Halton CHF must wear appropriate face masks when (describe scenarios: for example, indoors, in contact with the public, and so on). Any masks Peel Halton CHF uses or provides must comply with the requirements under (insert jurisdiction) occupational health and safety legislation and the best practice advice of public health authorities.

**Employer Responsibilities**

ABC Co-op (choose: will or will not) provide appropriate masks to employees and will post signs at all entrances informing members of the public about requirements and exemptions for wearing masks, in addition to any other safety measures.

ABC Co-op will train all employees on proper procedures for wearing masks, and inform employees of company procedure for customer interactions.

***Note to client: The following list is provided as an example only, and is not intended to reflect any particular law, regulation, or public health order. Make appropriate changes to reflect your organization’s procedures.***

ABC Co-op will:

* Provide masks to customers, suppliers, contractors, vendors, or visitors who arrive without one;
* Make available to employees and the public alcohol-based hand sanitizer in the recommended concentration (at least 70%);
* Not require members of the public to prove they are exempt from requirements to wear a mask;
* Offer a copy of this policy to customers who request it, along with information about any applicable act, regulation, bylaw, or order;
* Provide information about the importance of wearing a mask or the science on the use of masks to customers or employees who request it;
* Explain to customers any applicable fines they may be subject to for noncompliance; and
* Deny entry to any customer or third party who becomes aggressive about the new requirement.

**Employee Responsibilities**

Employees must wear masks when offering goods and services to the public or in any area that is accessible to the public, including publicly accessible washrooms. Public spaces include:

* (Add any areas of the workplace that are publicly accessible, such as aisles, queues, service counters, washrooms)

Employees are not required to wear masks in the following areas:

* (Add any areas of the workplace where employees do not have to wear masks, such as parking lots)

ABC Co-op employees must behave respectfully towards all customers and not request that members of the public prove they are exempt from requirements to wear a mask. Not all exemptions are immediately visible, and employees should not make assumptions about whether a customer is exempt or not.

**Mask Use**

Employees should use masks appropriate to the kind of work they do. For most employees, cloth masks or nonmedical masks provide appropriate protection. Cloth or nonmedical masks are not personal protective equipment (PPE) and should not substitute for any masks employees must wear as PPE. Likewise, face shields are not alternatives to masks, though they may be used in addition to masks for further protection.

Putting on masks

* Before touching the mask, employees must wash hands with soap and water for at least 20 seconds.
* Confirm the mask is facing the correct direction. Many cloth or nonmedical masks have only one correct orientation.
* The mask should fit snugly to the face, covering the nose, mouth, and chin without gaps.

Wearing masks

* While wearing a mask, employees must never touch their face.
* Employees must not wear masks in a way that uncovers their nose.
* Employees must not place masks on their forehead or under their chin. If a mask must be removed (such as during an eating period), employees must follow the proper procedure.

Removing masks

* Before touching the mask, employees must wash their hands.
* Immediately after removing the mask, employees should either dispose of it in the proper place (if the mask is disposable) or place it somewhere for washing before reuse (if the mask is reusable).
* After removing and disposing of or storing the mask, employees must wash their hands again.

Reusable masks should be stored and cleaned in accordance with the manufacturer’s instructions and requirements.

**Acknowledgement and Agreement**

I, (employee name), acknowledge that I have read and understand the Face Mask Policy of ABC Co-op. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name:                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness:        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_