



Carleton
UNIVERSITY

Canada's Capital University

Policy Name:	COVID-19 Mask Policy
Originating/Responsible Department:	Return to Campus Planning Group
Approval Authority:	COVID-19 Steering Group
Date of Original Policy:	July 7, 2020
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Mandatory Revision Date:	As Required
Contact:	Vice-President (Students and Enrolment)

Purpose and Statement of Policy:

In order to comply with the Mandatory Mask By-law adopted by the City of Ottawa on July 15, 2020, Carleton University has adopted the following Policy regarding the usage of Masks by members of the public and the Carleton community in the publicly enclosed parts of University buildings as set out in Section A below. In addition, Carleton University is also expecting Mask use in non-public enclosed Carleton Workplaces as specified in section B below when in common and shared spaces.

Scope:

This policy applies to all members of the Carleton University community, including the university's employees, volunteers, students and visitors. Contractors hired by the University are also expected to observe and comply with this policy where applicable.

Procedures, Roles and Responsibilities:

There are two important distinctions to be made regarding Mask Use and the Policy is divided in sections below accordingly:

- **Mask use in Enclosed Public Spaces:** The City of Ottawa By-law applies in all publicly accessible spaces in buildings. This means that wearing a non-medical mask is required **by law** as outlined in Section A below by all members of the public and the Carleton community.
- **Mask use in Non-Public Carleton Workspaces:** Within non-publicly accessible Carleton Workplaces, wearing a non-medical Mask is expected when in the presence of others and you are not able to consistently maintain a two-meter physical distance, or where maintaining such distance could be unpredictable or impossible (such as high-traffic areas, hallways, common rooms or elevators).

A. Mandatory Mask By-Law Requirements for Enclosed Public Spaces on University Property

Section 1 – Mandatory Mask in Enclosed Public Spaces

As required by the Temporary Mandatory Mask By-law and subject to Section 2 below, every person who enters or remains in an Enclosed Public Space on university property shall wear a Mask in a manner that covers their mouth, nose, and chin. Enclosed Public Space does not include any spaces or premises on campus that are closed to members of the public. Mask use in those non-public spaces is set out in section B below.

Section 2 - Exemptions under the Mandatory Mask By-Law

The By-law does not apply to:

- (a) Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a Mask and cannot be persuaded to do so by their caregiver;
- (b) a person with a medical condition, including breathing difficulties or cognitive difficulties that prevents them from wearing a Mask safely;
- (c) a person who is unable to put on or remove their Mask without the assistance of another person;
- (d) a person who needs to temporarily remove their Mask while in the Enclosed Public Space for the purposes of:
 - i. receiving services that require the removal of their Mask;
 - ii. actively engaging in an athletic or fitness activity including water based activities;
 - iii. consuming food or drink;
 - iv. an emergency or medical purpose.
- (e) No person is required to provide proof of any of the exemptions set out above.
- (f) In addition, under the By-law, a person who is employed by or is an agent of Carleton University is not required to wear a mask in an Enclosed Public Space when:
 - i. in an area of campus that is not designated or open for public access (Mask use in those areas is expected as set out below in section B), or
 - ii. within or behind a physical barrier (including but not limited to Plexiglass).

Section 3 – Additional By-Law Requirements

In addition, the By-law requires that:

- (a) Carleton is to ensure that every person who is not wearing a Mask while in the premises is provided with a verbal reminder to do so as soon as practicable following entry, and if applicable, of the exemptions set out in Section 2;
- (b) Carleton will make available alcohol-based hand rub or sanitizer at all entrances and exits for the use of all persons entering or exiting an Enclosed Public Space on Campus. In order to facilitate the provision of alcohol based rub or sanitizer, Carleton may designate entrances and exits to be used in a Building and close other exits as appropriate; and
- (c) Carleton shall post, at every public entrance to an Enclosed Public Space on Campus, prominent and clearly visible signage that contains the following messages:

All persons entering or remaining in these premises must wear a mask that securely covers the nose, mouth, and chin as required under City of Ottawa By-law 2020-186.

Toutes les personnes qui entrent ou restent dans ces locaux doivent porter un masque qui couvre solidement le nez, la bouche et le menton, comme l'exige le règlement 2020-186 de la Ville d'Ottawa.

Section 4 – Implementation and Offences

Implementation of this policy will be enacted and enforced in 'good faith' and should be primarily used as a means to educate people on Mask use in public spaces. However, the Mandatory Mask By-law does make it an offence to not comply with the By-law and failure to comply with the By-law can result in the imposition of significant fines.

B. Mask Requirements for Non-Public Carleton Workspaces

Various measures have been implemented to facilitate continued physical distancing within Carleton workplaces and faculties, including signage. Whenever possible, working from home and maintaining physical distancing are the primary approaches to minimize the risk of asymptomatic or pre-symptomatic virus transmission.

Individuals present in Carleton Workplaces are expected to use Masks at times when a 2-metre physical distance cannot be consistently maintained or they are in common or shared spaces. Examples of such situations include common areas of offices, hallways, lobbies, elevators and high traffic areas. Accordingly, if, for example, an employee is working in a closed office, or at a workstation that is at least 2 metres away from the nearest occupied workstation, wearing a Mask would not be expected. The effectiveness of Masks to prevent the transmission of COVID-19 is directly related to their appropriate and consistent use in conjunction with the physical distancing and hand hygiene to prevent the transmission of COVID-19.

Provision of masks:

All Carleton University employees will be provided with two (2) reusable face coverings in a personal care kit and are expected to use them as outlined in this Policy. The personal care kit can be obtained on eShop. If employees want to use personal masks, they should meet the minimum standards and fit properly. Requests for additional masks should be discussed with managers. The provision of masks to non-employees attending Carleton workplaces will be established on a case by case basis. A small number of disposable masks will be available in limited situations where individuals required to attend Carleton workplaces do not have any masks of their own.

Mask use complements Public Health Guidance and measures which remain in effect:

Current public health guidance to prevent the transmission of COVID-19 directs:

- (a) working from home as much as possible;
- (b) frequent hand washing using warm water and soap for at least 20 seconds; alternatively, using hand sanitizer with a minimum of 60% alcohol base;
- (c) mandatory staying at home if ill or experiencing any symptoms;
- (d) maintaining a 2-metre physical distance from others;
- (e) wearing a non-medical mask or face covering when physical distancing cannot be maintained;

- (f) avoiding touching the face, mouth, nose or eyes;
- (g) covering your cough with tissues or your sleeve; and
- (h) cleaning and disinfecting your surfaces and objects.

Using a mask is intended to complement, and not replace, the above measures recommended by public health authorities to prevent the transmission of COVID-19. Mask use is particularly important when it is not possible or is unpredictable to consistently maintain a 2-metre physical distance from others.

In addition to the public health guidance to prevent the transmission of COVID-19 (above), individuals present in Carleton Workplaces are expected to:

- (a) follow directional arrows for movement, entrance and egress;
- (b) limit elevator occupancy to the posted maximum;
- (c) adhere to maximum occupancy signage for meeting rooms and common areas;
- (d) use hand sanitizer upon entering the building and/or touching high-frequency contact surfaces (such as elevator call buttons);
- (e) comply with instructions and posted signage (such as wiping down surfaces); and
- (f) wear a mask as an additional personal preventive measure when in common spaces and high traffic areas.

Accommodations for Mask Use:

Employees have a responsibility under the *Occupational Health and Safety Act* to comply with employer direction regarding employee health and safety measures. However, if there are specific medical or physical limitations that could prevent individuals from wearing a mask in a common spaces and high traffic areas of a Carleton Workplace, these should be brought to the attention of managers and Human Resources as soon as possible so that appropriate accommodations can be discussed and implemented.

C. Definitions

The following definitions apply in this Policy:

“By-law” means the Temporary Mandatory Mask City of Ottawa By-law 2020-186 adopted on July 15, 2020.

“Enclosed Public Space” means, as defined in the City of Ottawa’s Mandatory Mask By-law, indoor public spaces of businesses and organizations, accessed by the public. These include but are not limited to:

- (a) restaurants, cafés, cafeterias, banquet halls;
- (b) retail establishments and shopping malls;
- (c) churches, mosques, synagogues, temples, or other places of worship;
- (d) libraries, museums, art galleries, recreational facilities, bingo halls, community centres and halls, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;
- (e) sports facilities, sports clubs, gyms, yoga studios, dance studios, and stadiums;
- (f) hotels, motels, or short-term rental premises;

- (g) premises under the control of a regulated health professional under the *Regulated Health Professions Act, 1991*, S.O. 1991, c. 18, as amended, such as waiting rooms;
- (h) hospitals and independent health facilities such as lobbies, food courts and retail establishments;
- (i) temporary facilities, such as construction trailers and temporary sales offices;
- (j) municipal facilities, including City Hall (110 Laurier Avenue West, and any community centre, cultural, arts or leisure centre, recreational or sporting facility, parks building, client service centre or indoor parking facility; and,
- (k) other businesses, organizations and places that are permitted to operate in accordance with the Emergency Orders passed by the Province of Ontario pursuant to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended.

The following are not considered an Enclosed Public Space:

(a) Spaces subject to provincial and/or local public health guidance:

- i. Schools under the *Education Act*, R.S.O. 1990, c. E.2, as amended [Universities are not schools as per the *Education Act*];
- ii. Child care centres and providers governed by the *Child Care and Early Years Act, 2014*, S.O. 2014, c. 11, as amended; and
- iii. Portions of buildings that are being used for Day camps.

(b) Spaces and premises on campus that are closed to members of the public.

“Carleton Workplaces” means any enclosed spaces or premises on campus that are closed to members of the public and are only accessible by Carleton employees, agents and invited individuals.

“Mask” means: a cloth (non-medical) Mask, medical Mask or other face coverings, (e.g., bandana, a scarf or cloth), for filtering respiratory droplets that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping.

Contacts:

Vice-President (Students and Enrolment)

Related Policies

Environmental Health and Safety Policy