

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
Last Updated:	April 14, 2022
Mandatory Revision Date:	As Required
Contact:	Vice-President (Students and Enrolment)

Purpose and Statement of Policy:

Carleton University has adopted the following Policy regarding the usage of Masks in publicly enclosed parts of University buildings (as set out in Section A below) and in non-public enclosed Carleton Workplaces (as specified in section B below). This Policy fulfills legal obligations of the University to keep the campus and the Carleton community safe and healthy including under the *Occupational Health and Safety Act* to maintain a safe work environment.

Scope:

This policy applies to all members of the Carleton University community, including the university's employees, volunteers, students, contractors, and visitors.

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:** A mask is required 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 Mask is required 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 Requirements for Enclosed Public Spaces on University Property

Section 1 – Mandatory Mask in Enclosed Public Spaces

As required by health and safety requirements, 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 non-public spaces is set out in section B below.

Section 2 - Exemptions

Exemptions to the Mask requirement include:

- (a) Children under two years of age;
- (b) a person with a medical condition, including breathing difficulties or cognitive difficulties that inhibits them from wearing a Mask;
- (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 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. as may be necessary for the purposes of health and safety.
- (e) a person who is being accommodated in accordance with the Ontario *Human Rights Code*;
- (f) 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 in an area of campus that is not designated or open for public access and is able to maintain a physical distance of two metres from every other person while in an indoor area (Mask use in those areas is required as set out below in section B).

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. Failure to comply with the Policy may be subject to discipline and/or removal from campus.

B. Mandatory Mask Requirements for Non-Public Carleton Workspaces and Vehicles

Individuals present in Carleton Workplaces are required 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.

Mandatory Mask Use in Vehicles:

Mask use is mandatory in all vehicles owned or operated by the University.

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 vaccination and health and safety measures including:

- (a) frequent hand washing using warm water and soap for at least 20 seconds; alternatively, using hand sanitizer with a minimum of 60% alcohol base;
- (b) mandatory staying at home if ill or experiencing any symptoms;
- (c) Limiting close contacts when possible;
- (d) avoiding touching the face, mouth, nose or eyes;
- (e) covering your cough with tissues or your sleeve; and
- (f) cleaning and disinfecting your surfaces and objects.

Using a mask is intended to complement, and not replace, health and safety measures 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.

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:

“Enclosed Public Space” means indoor public spaces accessed by the public, including students. These include but are not limited to:

- (a) instructional spaces including classrooms and labs;
- (b) food court, restaurants, cafés, cafeterias, banquet halls and other food establishments;
- (c) retail establishments and shopping malls;
- (d) churches, mosques, synagogues, temples, or other places of worship;
- (e) 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;
- (f) sports facilities, sports clubs, gyms, yoga studios, dance studios, and stadiums;
- (g) common spaces in residence or short-term rental premises;
- (h) 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;
- (i) hospitals and independent health facilities such as lobbies, food courts and retail establishments;
- (j) temporary facilities, such as construction trailers and temporary sales offices;
- (k) any community centre, cultural, arts or leisure centre, recreational or sporting facility, parks building, client service centre or indoor parking facility; and,
- (l) places that are permitted to operate in accordance with applicable law.

“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 at minimum a three-layered cloth (non-medical) Mask or medical Mask 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