



## **COVID-19 Directive**

### **Use of Masks/Face Coverings on Campus**

#### **1.0 Directive – updated Nov. 20, 2020**

- 1.1 The Provincial Health Officer has recently ordered that non-medical masks be worn in all indoor public spaces. Accordingly the College has updated this directive.
- 1.2 The College also requires mask use when mandatory physical distancing of two metres from others cannot be maintained. See section 6.0 below for more details.

#### **2.0 Introduction and Background**

##### **2.1 Introduction**

- a. COVID-19 has created challenges throughout society as infection rates change over time, as we learn ever more about the properties of the virus and the disease, and as we learn how to best balance health risks with other priorities like the economy and education.
- b. Because of this ever-changing context, advice from health authorities and post-secondary institutions will also change over time. This Directive is responsive to the provincial context of COVID-19 and may be updated periodically. It may also be modified in response to local conditions.
- c. During the pandemic, the College continues to take direction from the BC Centre for Disease Control and the Provincial Health Authority's Medical Health Officer.

#### **3.0 Purpose**

- 3.1 The wearing of non-medical masks in indoor public spaces has been ordered by B.C.'s Provincial Health Officer to help prevent the spread of COVID-19.

#### **4.0 Principles**

- 4.1 The College is committed to the health and safety of its employees, students, contractors and visitors.
- 4.2 The College community and visitors to our campuses have a shared responsibility for the health and safety of our community. The College requires that all members of the College community and campus visitors will act responsibly and wear a mask while in indoor public areas and while unable to maintain two metres physical distancing.

4.3 This Directive will be revisited based on guidance and direction coming from the Provincial Public Health Office.

## 5.0 Definitions

5.1 For purposes of this Directive, “mask” means a non-medical face mask that covers the nose and mouth, ties around the ears or back of the head, fits snugly against the sides of the face, is secured under the chin and is designed to protect persons other than the wearer. “Masks” do not include N95 and other filtered masks required by healthcare workers.

## 6.0 Scope

6.1 This Directive applies to College employees, students, contract workers, vendors and visitors (unless they are subject to a specific exemption under Section 7 below).

6.2 Wearing a non-medical mask is required while in indoor public spaces on campus. Shared spaces include but are not limited to building entryways, washrooms, hallways, stairwells, shared office spaces (until seated at your desk/work station), and other high-traffic areas. Non-medical masks are also required where physical distancing cannot be consistently maintained.

- 6.3 Ensure you are familiar with both the College safety plan and the safety plan specific to your program, department and activity. These safety plans may require that masks be worn in other situations and for additional activities. If you have a question about the safety plan for your area, please don't hesitate to ask your professor, instructor, or supervisor.
- 6.4 Working within two-metres (with a mask) must be kept to the minimum necessary to perform the task. 1.1
- 6.5 If working outdoors and required to work within two metres a mask must be worn.
- 6.6 If inside a building and working alone (i.e. evening or weekend shift) and there is no one else present in the common area, the mask may be removed.

## 7.0 Exemptions

- 7.1 The obligation to wear a mask does not in any way replace or eliminate an employee's or student's obligation to use respirators, surgical masks, face shields or any other job-specific personal protection equipment (PPE) required by the College's safe-work procedures or Occupational Health and Safety policies.
- 7.2 Masks are not required when:
  - a. The person has received advice from a medical professional that wearing a mask may pose a health risk to or impair the breathing of the wearer;
  - b. Wearing a mask would create a health or safety risk to the wearer as determined by federal, provincial or local regulators or Occupational Health and Safety guidelines;
  - c. The person is physically unable to put on or take off the mask without assistance;
  - d. The person has trouble breathing, is unconscious or cannot remove the mask without help;
  - e. The person is deaf or hard of hearing and relies on facial and mouth movements to communicate; or
  - f. The person is a baby or toddler under two years of age.

## 8.0 Application

- 8.1 This Directive applies until rescinded or amended by the College.

## 9.0 Accommodations

- 9.1 In addition to the exemptions in section 7, the College will make reasonable accommodations to the point of undue hardship on a case-by-case basis as required by British Columbia's human rights laws.

## 10.0 Roles and Responsibilities

### 10.1 The College will:

- a. Provide disposable, non-medical masks to customers, suppliers, contractors, vendors or visitors who arrive without one. However, all visitors to campus are encouraged to bring their own masks;
- b. Direct visitors to follow the proper mask-use instructions listed in Attachment A.

### 10.2 Students will:

- a. Provide their own masks to use while on campus. However, the College will, on a limited basis, provide disposable, non-medical masks in the classroom, or direct the student to purchase a mask at the bookstore;
- b. Follow the proper mask-use instructions listed in Attachment A.

### 10.3 Employees will:

- a. Use the masks supplied by their department—although employees may also buy their own masks at their own expense;
- a. Follow the proper mask-use instructions listed in Attachment A;
- b. Recognize that masks are in short supply and take the proper steps to conserve them; and
- c. Report mask violations to their supervisor.

## Attachment A: Face Mask Use Do's & Don'ts

### Do's

- DO make sure your mask completely covers your nose and mouth
- DO put on your mask properly using the tie loops or elastic bands that secure behind your head or ears
- DO wear your mask snugly around your face and adjust it as necessary throughout the day
- DO, when taking off your mask and putting it down, place it with the outside down on a tissue. If a tissue isn't available, clean the surface on which you placed it afterwards
- DO wash your hands and face after removing the mask and before touching your face
- DO keep your mask clean and launder it once a day in warm water
- DO store your mask in a clean and dry space or properly dispose of it
- DO request a new mask if the one you're using becomes unsanitary or damaged

### Don'ts

- DON'T wear your mask under your nose or mouth
- DON'T let a strap dangle down or cross the straps
- DON'T touch or adjust your face mask without cleaning your hands before and after
- DON'T wear your mask on your head (other than covering your nose and mouth) or around your neck or arm
- DON'T let your mask fog your safety glasses or otherwise obstruct your vision
- DON'T lay your mask on a surface that could be contaminated or where your mask might contaminate the surface
- DON'T wear your mask near machinery, equipment or parts in which it may become entangled
- DON'T use a mask if it is damaged in any way