

<b>West Neighbourhood House</b>	
Policy Title:	<b>Mandatory Use of Mask or Face Covering</b>
Approved by:	Pandemic Committee
Approval date:	September 2020
Revision dates:	May 2021 / February 2022 / March 2022 / December 2022

## **Policy Statement**

West Neighbourhood House is committed to ensuring the health and safety of its staff, student placements, and volunteers.

Medical grade masks will be worn for the purposes of infection control, to reduce the transmission risk of COVID-19 and protect others in close proximity to the wearer by preventing the spread of bacteria and viruses to others. COVID-19 can be spread from infected individuals who have a few or no symptoms and are unaware they may be infected. Individuals who cannot wear a mask due to medical reasons, will be permitted to wear a face shield.

Routine masking and face shields will be used in addition to other workplace strategies such as physical distancing, handwashing, cleaning, working from home, and providing plexiglass/plastic barriers for specific roles etc.

## **Applicability**

- All Staff
- Volunteers
- Student placements

## **Definitions**

**"Mask or Face Covering"** - a form of medical grade mask (minimally three ply surgical) that covers the nose, mouth and chin without gapping.

## **General Principles and Procedures**

1. As of July7, 2020, all staff, volunteers, and student placements are required to wear a mask or face covering when –

- entering and remaining within any West Neighbourhood House (West NH) site
- participating in any West NH in-person program/activity/service that is off site (e.g. outreach, home supports, MOW etc.)

- in any West NH site or activity where they are in a common/public area and/or with someone else (e.g. hallways, meeting rooms, etc. but not in an office/workspace when alone).
2. From time to time the Pandemic Committee in conjunction with medical authorities will recommend the type of mask to be worn based on the activity and program. (See Appendix A).
  3. The mask or face covering must cover the nose, mouth and chin.
  3. People may temporarily remove the mask or face covering where necessary for the purposes of receiving services (e.g. eating, drinking, etc.). When eating everyone must social distance, sanitize hands before/after and be sure the space where food has been consumed is cleaned (either by self or cleaning staff).
  4. West NH will provide masks at our entrances to participants upon request.

### **Exemptions**

5. The following persons are exempted from requiring a mask or face covering and will not be required to provide proof of such exemption:
  - Persons with an underlying medical condition which inhibits their ability to wear a mask or face covering;
  - Persons who are unable to place, remove, or use a mask or face covering without assistance; and
  - Persons who are reasonably accommodated by not wearing a mask or face covering under the Ontario Human Rights Code.

Anyone who falls into the categories above will be given a face shield to wear so they can be in our locations.

### **Compliance and Enforcement**

6. Staff, volunteers, and student placements who are determined to be non-compliant with this policy may face disciplinary action, including suspension of any and duties, responsibilities and privileges, access to premises and program/activity/service and termination of any applicable employment or volunteer agreements.

## Appendix A

Staff who are in close/intimate physical contact with people regularly over 10 minutes at a time or who may be COVID-positive will be supplied with N95 masks to wear. This includes staff working in the Meeting Place program, Personal Support Workers and other staff going into the homes of participants for personal care and activation (e.g. Adult Day Services at Home).

Staff who cannot wear a N95 or KN95 mask need to wear, at a minimum, a surgical mask and face shield together.

<b>Date</b>	<b>Program</b>	<b>Type of Mask (minimum)</b>
Effective December 2021	In Home Care	N95 and Face Shield/Goggles
	Meeting Place	N95 and Face Shield/Goggles
	After School	N95 and Face Shield/Goggles
	Rapid Antigen Testers Vaccination Clinics	N95 and Face Shield/Goggles
	Meals on Wheels Special Delivery	N95 and Face Shield/Goggles
	Meals on Wheels Delivery	KN95 and Face Shield/Goggles
	Contactless Drop Off and Delivery	KN95 and Face Shield/Goggles
	Staff working at West NH locations	KN95 and Face Shield/Goggles
	Effective March 2022	In Home Care
Meeting Place		KN95 and Face Shield/Goggles
After School		KN95 (Face Shield/Goggles in high-risk situations)
Rapid Antigen Testers		N95, Face Shield/Goggles, Gloves
Vaccination Clinics		KN95, Face Shield/Goggles (N95 in high-risk situations)
Meals on Wheels Special Delivery		KN95 and Face Shield/Goggles (N95 in high-risk situations)
Meals on Wheels Delivery		Surgical Mask and Face Shield/Goggles
Contactless Drop Off and Delivery		Surgical Mask (Face Shield/Goggles in high-risk situations)
Staff working at West NH locations	Surgical Mask	