

## Mandatory Facial Covering

Approved By: Council  
Approval Date:  
Effective Date:  
Revision Date:

### Policy Statement

To guide municipality staff on the proper use of mandatory facial coverings to aid the prevention of COVID-19 within the Township.

**Purpose:** To define the Township of Douro Dummer's position concerning the appropriate use of facial coverings within the township buildings.

**Application:** This policy applies to all staff and members of council who will be within the township during any periods that individuals are required to wear masks.

### Definitions:

**Person** means any customer, patron, visitor, Council member or employee who enters the establishment, public transit vehicle, or commercial transportation vehicle.

**Face covering** means a non-medical mask or other face covering such as a bandana, a scarf or cloth (including hijab and niqab) that covers the nose, mouth and chin that provides a barrier that limits community transmission. Face shields (clear plastic coverings to protect the eyes and possibly the lower part of the face) are not an acceptable alternative to a face covering for the purpose of these instructions (as they are less supported by research regarding their effectiveness). However, they may be used by individuals in addition to a face covering for added protection; in addition, anyone exempted in this instruction from using a face covering may, but are not required to, use a face shield for added protection.

**Exclusions:** The person is a child under the age of two years; or is a child under the age of five years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver;

The person is incapacitated and unable to remove their face covering without assistance;

Wearing a face covering would inhibit the person's ability to breathe such as, but not limited to, during athletic, fitness or physical activity or any activity that would preclude its use (such as swimming);

For any other medical reason, the person cannot safely wear a face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information.

### **References & Related Policies:**

Public Health Agency of Canada. (2020). Council of the Chief Medical Officers of Health Communication: Use of Non-Medical Masks (or Face Coverings) in Public. Retrieved from: <https://www.canada.ca/en/public-health/news/2020/04/ccmoh-communication-use-of-non-medical-masksor-facial-coverings-by-the-public.html>

Public Health Agency of Canada. (2020). Council of the Chief Medical Officers of Health Communication: Use of Non-Medical Masks (or Face Coverings) in Public. Retrieved from: <https://www.canada.ca/en/public-health/news/2020/04/ccmoh-communication-use-of-non-medical-masksor-facial-coverings-by-the-public.html>

**Consequences of Non-Compliance:** Failure to adhere to this policy and procedure could result in personal injury and will result in actions being taken under the disciplinary policy for the Township.

**Review Cycle:** This policy will be reviewed on an as needed basis.

### **Introduction:**

Respiratory infections may spread from respiratory droplets from infected individuals through coughing, sneezing, and speaking. COVID-19 transmission can occur even when someone is not showing symptoms. As businesses and services reopen during the COVID-19 pandemic, it is important to implement policies and safety measures to prevent the spread of the virus and to protect the health and wellbeing of employees, patrons, and local residents. Using face coverings is a method of source control, but to reduce the risk of transmission, it must be accompanied with other measures including, physical distancing, respiratory etiquette and good hand hygiene. Wearing face coverings has not been proven to protect the person wearing it, but instead can protect others. As such, requiring the use of face coverings in any indoor non-health care public

setting where physical distancing is not constantly maintained is an important strategy to control COVID-19 transmission. Examples of indoor non-health care public settings include, grocery or retail stores, public transit, and food establishments.

**Scope:**

The Corporation of the Township of Douro-Dummer is implementing a policy on mandatory facial coverings within all Township facilities. It is the duty of all owners, operators and employees of the Township of Douro-Dummer to ensure this policy is implemented and adhered to. The scope of this policy is the following:

1. Require persons who enter or remain in the indoor public space of the Township of Douro-Dummer to wear a face covering that covers the nose, mouth, and chin.
2. Best efforts shall be made to ensure that persons entering are wearing a face covering. The face covering must be worn inside the Township of Douro-Dummer at all times, unless it is reasonably required to temporarily remove the face covering for services provided by (such as eating or drinking).
3. A person shall be exempt from wearing a face covering in the Township of Douro-Dummer if:
  - a. The person is a child under the age of two years; or is a child under the age of five years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver;
  - b. The person is incapacitated and unable to remove their face covering without assistance;
  - c. Wearing a face covering would inhibit the person's ability to breathe such as, but not limited to, during athletic, fitness or physical activity or any activity that would preclude its use (such as swimming);
  - d. For any other medical reason, the person cannot safely wear a face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information.
  - e. For any religious reason, the person cannot wear a face covering.

4. No person shall be required to provide proof of any of the exemptions set out in #3 of the policy.
5. Visible signage indicating that face coverings are required inside the Township of Douro-Dummer will be posted at all entrances and exits of Municipal facilities.
6. Alcohol-based hand sanitizer of 60% or more will be available at all entrances and exits of the establishment, for use of all persons entering or exiting.
7. All employees and volunteers will receive training on the policy, learn how to respond to anyone who arrives without a face covering or removes their face covering while inside the Township office and learn where within the Township of Douro-Dummer employees/volunteers are allowed to remove their face covering.

**Training requirements:**

1. Train staff on "how to safely wear a mask".
  - a. Before putting on your facial covering, wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.
  - b. Secure the elastic loops of the facial covering around your ears. If your facial covering has strings, tie them securely behind your head.
  - c. Cover your mouth and nose with the facial covering and make sure there are no gaps between your face and the facial covering.
  - d. Do not touch the front of the facial covering while you wear it. Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if you accidentally touch your facial covering.
  - e. Conduct hand washing and/or sanitizing prior to removing the facial covering, and again once the facial covering is removed.
2. Train staff on the policy including how to respond to the various circumstances:
  - a. Customer arrived without a facial covering because they forgot or don't have one
  - b. Customer who is exempt from wearing a facial covering

- c. Customer wanting more information about the policy
  - d. Customer who becomes aggressive about the new requirement
  - e. Customer wanting information about the importance of wearing a facial covering or the science on the use of facial coverings
  - f. Customer asking about the availability of alcohol-based hand sanitizer (at least 60% alcohol concentration)
  - g. Customer who removes the face covering for any other purpose than eating or drinking, prior to exiting the premise
3. Clearly outline areas within the establishment that employees should wear facial coverings and where they can be safely removed.
  4. Identify where facial coverings are available in the Township of Douro-Dummer to be sold or given free of charge to anyone who arrives without one.
  5. Identify the receptacles for safe facial covering disposal.

**Implementation:**

- This policy will take effect **immediately**
- This policy will be enacted and enforced in “good faith” and used as a means to educate people on face covering use. Under “good faith”, The Township of Douro-Dummer will not turn away the customer to achieve the best effort standard. To ensure that no customer or patron is turned away, the Township facilities will have a supply of face coverings for sale or at no cost to ensure patrons have access.

**Resources: (Appendix “A”)**

- How to safely wear/clean a cloth mask or face covering –
- Poster: Wear a Face Covering (Ministry of Health)
- Poster: Stop Before Entering
- Poster: Hand sanitizing

# **Appendix “A”**

## **Resources**

## **COVID-19:**

### **How to wear a non-medical mask or face covering properly**

To continue to limit the spread of COVID-19, here's how to wear a non-medical mask or face covering when physical distancing is difficult.

#### **Step 1: Wash your hands before use**

Start by washing your hands with soap for 20 seconds.

#### **Step 2: Use loops or ties to place mask over nose and mouth, and secure it**

Then, pick up the mask by the ties or loops, place it over your nose and mouth, and secure it behind your head or ears.

#### **Step 3: Adjust mask if needed**

From there, adjust the mask to ensure your nose and mouth are fully covered, so there are no gaps. Then wash your hands again.

#### **Step 4: Avoid touching the mask**

While wearing the mask, avoid touching it or touching your face. And wash your hands if you do.

#### **Step 5: Remove using the loops**

Once you're done using the mask, remove it by the ties or loops without touching the front.

#### **Step 6: Fold and place inside a clean bag**

Fold the outer parts of the mask together, and place it in a clean bag to wash later. Or if it's a single-use mask, throw it out in the garbage. Then wash your hands right away.

#### **Step 7: Change if moist, dirty or damaged**

Change your mask whenever it becomes moist, dirty or damaged.

#### **Step 8: Don't hang from your neck or ears**

Don't leave the mask hanging from your neck or ears.

#### **Step 9: Wash your hands after use**

And remember: always wash your hands after using a mask.

**When you wear a mask, you're protecting others around you.** But a mask alone will not prevent the spread of COVID-19. So continue frequent hand washing, practising physical distancing and staying home if you're sick

## How to SAFELY wear a cloth mask or face covering...



**1** Before putting on a mask, wash your hands & secure hair away from your face.



**2** Place the mask snugly over your mouth & nose, make sure there are no gaps.



**3** Avoid touching your face & mask while using it. Do not leave the mask on your neck, forehead or hanging from your ear.



**4** Change your mask as soon as it gets damp or soiled.



**5** Remove the mask without touching the outside of the mask & launder it before wearing again.



**6** Wash your hands & clean any surfaces that the dirty mask touches.

**REMEMBER:** stay 2 metres apart from others, and wear a face covering when you can't maintain physical distancing.



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Public Health**

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# Face Covering REQUIRED

**Wear a face covering unless one of these exemptions applies to you...**

- Children under 2 years
- Children 5 years (chronologically or developmentally) if they cannot or refuse to wear it
- People who cannot put it on or remove it without assistance
- People who have difficulty breathing while wearing it, or have other medical exemptions
- People who cannot wear it for religious reasons



**Use hand sanitizer...**  
*(at least 60% alcohol)*



**Stay 2 metres apart from others...**





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*Thank you for keeping our community safe.*



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[www.peterboroughpublichealth.ca/covid19](http://www.peterboroughpublichealth.ca/covid19)

## During COVID-19 Pandemic... **Using Hand Sanitizers Safely to Help Protect Yourself and Others**

Make sure your hand sanitizer is approved for use to help prevent COVID-19 infection transmission. Visit [www.canada.ca](http://www.canada.ca) search **hand sanitizer** and compare the name or drug information number (DIN).

### DO's

- ☑ Remove all jewelry and visible debris (i.e. soil, dust, mud) from hands using warm water and soap, or a hand/body wipe then apply hand sanitizer to dry hands
- ☑ Choose an alcohol-based hand sanitizer that has been approved by Health Canada or contains at least 60% alcohol
- ☑ Apply in a well-ventilated setting, take care when using in a vehicle
- ☑ Cover the front and back of your hands, between fingers and over nails
- ☑ Keep away from food, food preparation areas or open flames—cigarettes, lighters or candles
- ☑ Follow the manufacturer's directions on specific instructions relating to use, storage, and disposal
- ☑ Store hand sanitizers in a safe place only accessible to those who need to use them (store away from kids, and pets)



### DON'Ts

- ☑ Buy or make your own homemade hand sanitizer
- ☑ Dispense hand sanitizer into other containers (i.e. drinking glasses, or jars)
- ☑ Dilute hand sanitizer with extra liquids such as water or creams
- ☑ Add anything to hand sanitizers such as oils, scents
- ☑ Put bleach on your skin or mix with hand sanitizer as it is corrosive

**Hand sanitizers  
are only effective  
if hands are not  
visibly dirty.**

### Wipe Hands



### Hand Sanitizer



## How to Make your Own Face Coverings

### Sew and No Sew Instructions

#### Sewn Cloth Face Covering

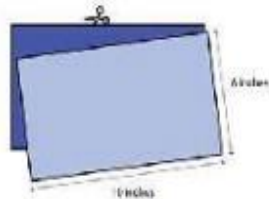
##### Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

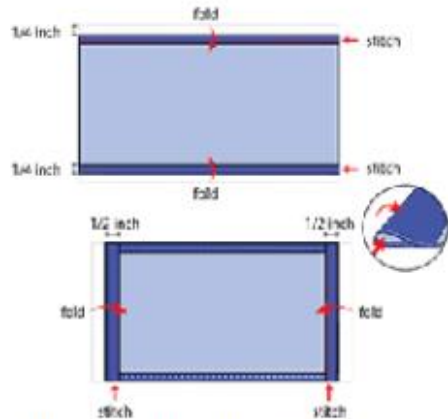


##### Tutorial

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.



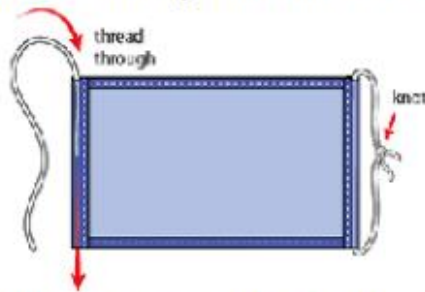
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



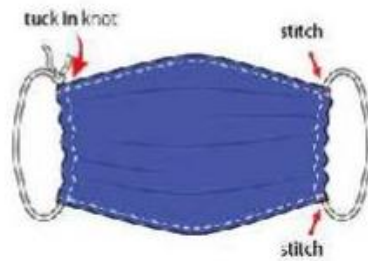
3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through.

Tie the ends tight.

Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.



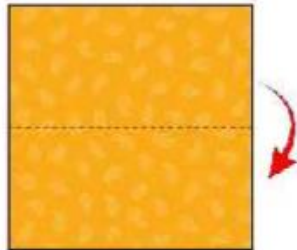
### **Non-sewn Face Covering**

#### **Materials**

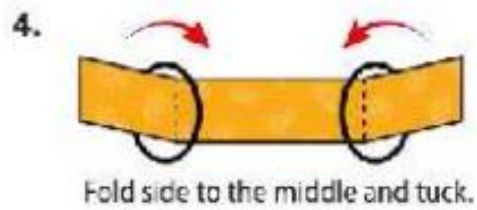
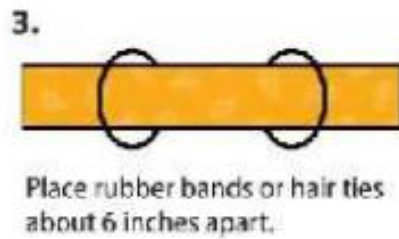
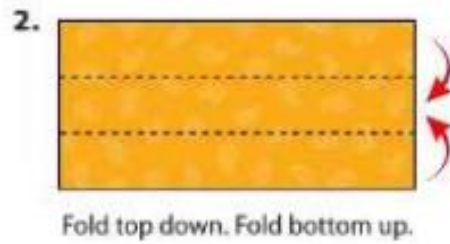
- Bandana, old t-shirt, or square cotton cloth (cut approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

#### **Tutorial**

1.



Fold bandana in half.



5.



6.



**Make sure your cloth face covering:**

- fits snugly but comfortably against the side of the face
- completely covers the nose and mouth
- is secured with ties or ear loops
- includes multiple layers of fabric
- allows for breathing without restriction
- can be laundered and machine dried without damage or change to shape