
Date

The following was approved by the Chief Administrative Officer (CAO) as an Administrative Policy on **November 3rd, 2020.**

PURPOSE

The District of Lake Country (District) is committed to the health and safety of its employees and to providing a safe, healthy, and productive workplace. The District's Interim COVID19 Mask and Face Covering Policy will be applied in a consistent and reasonable manner in accordance with direction provided by the Provincial Government of BC, Public Health, and WorkSafeBC.

POLICY

1. SCOPE

- 1.1 This policy applies to all District of Lake Country's employees, contractors, visitors, and patrons who work at or visit the District's facilities.
- 1.2 Wearing a mask or face covering is required in public and common areas of District of Lake Country facilities as of November 9, 2020. This means that all persons, including staff, contractors, visitors, and patrons entering a District facility public or common area are required to wear a mask or face covering (with noted exceptions).

2. EFFECTIVE DATE

- 2.1 This Policy shall come into effect on November 4, 2020 for District staff and November 9, 2020 for members of the public.

3. EXCEPTIONS TO THIS POLICY

- 3.1 The following exceptions to wearing a mask shall apply:
 - (a) Anyone with an underlying medical condition or disability that inhibits their ability to wear a mask or face covering;
 - (b) Children 5 years old and under are not required to wear a mask or face covering;
 - (c) Anyone unable to place or remove a mask or face covering without assistance;
 - (d) Staff who are working within their own personal physically separate workspace;
 - (e) Staff or public who are reasonably accommodated by not wearing a face mask or face covering under BC Human Rights Code;
 - (f) Staff whose personal protective equipment (PPE) provides a higher level of respiratory protection than a mask or face covering.

4. MASK AND FACE COVERINGS

- 4.1 Wearing a mask or face covering is an additional measure we can take to reduce the transmission of COVID19 and keep each other safe. Choose a mask that fits you and is comfortable. A mask should completely cover your nose and mouth, tuck under your chin, and fit snugly against your face without gaps. Your mask should be made from materials that do not make it difficult for you to breathe.
- 4.2 Wash your hands before and after putting on or removing your mask. For more information on mask selection and use, visit: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>.

5. ROLES AND RESPONSIBILITIES

- 5.1 At the District everyone has a role to play by continuing to follow public health measures, and internal controls to reduce the risk of COVID19 transmission. These measures and controls include but are not limited to:
- (a) Abiding by the District's COVID19 Safety Plans, Exposure Control Plan and supporting policies and procedures;
 - (b) Staying home if you are sick;
 - (c) Maintaining physical distancing (Staying 2m apart from others, whenever possible);
 - (d) Practicing good hygiene (washing your hands, disinfecting your workspaces, etc.);
 - (e) Using personal protective equipment as required; and
 - (f) Limiting in-person exposure by using electronic means of communication and use of physical barriers wherever possible.
- 5.2 The District will:
- (a) Provide training and materials on the proper use of masks and face coverings
 - (b) Provide a supply of reusable masks for staff
 - (c) Provide a supply of disposable masks for the public in case they do not have their own
- 5.3 Managers and Supervisors will:
- (a) Communicate and train staff on this policy
 - (b) Support staff and visitors/public with kindness
 - (c) Assist with resolving any concerns or disputes over this policy
- 5.4 Employees will:
- (a) Follow the mask policy for the protection of all people within District of Lake Country facilities
 - (b) Clean/laundry reusable masks and ensure they are available to be worn at work
 - (i) Note: Employees may use their own masks/face coverings instead of the District provided ones, as long as they are of an appropriate type (i.e. fully cover nose and mouth, properly fitted, etc.)
 - (c) Assist with communication of the policy to visitors/public
 - (d) Report concerns or disputes to their Supervisors
- 5.5 Visitors/Public will:
- (a) Follow the mask policy for the protection of all people within District of Lake Country facilities
 - (b) Report concerns or disputes respectfully

6. IMPORTANT

- 6.1 The District is a Respectful Workplace. We all have the right to work in an environment that is respectful, and we have a responsibility to treat everyone at work with kindness and consideration. Please keep this in mind as we continue to work together through these uncertain times.
- 6.2 The District recognizes that there are varying opinions and beliefs on COVID-19. While we continue to do our best to protect our employees and the public, we do expect concerns or disputes to be raised and addressed in a respectful manner by all parties involved. Any instances of violence, including derogatory remarks, threats (real or perceived), abusive language or physical assault are unacceptable and will be reported, and the offending individual(s) will be asked to leave the premises.

7. POLICY REVISION

- 7.1 This policy may be revised at any time by the District of Lake County to reflect changes with the COVID19 situation, or due to legal or regulatory obligations. Any revisions will be communicated in a revised version of this policy.

Signed:

Original signed by Alberto De Feo
Alberto De Feo, Chief Administrative Officer

November 3, 2020
Date

APPENDIX A - CHECKLIST

Required Face Mask or Face Covering Checklist

Situation / Location	Mask Required	Personal Preference
Any situation where 2 metres of physical distance cannot be maintained	✓	
Inside a District vehicle with 2 or more staff	✓	
Inside a member of the public's home or business (i.e. inspection)	✓	
Foyer, entry, or lobby in District facilities	✓	
Publicly accessible hallways	✓	
Multi-stall, public-access washrooms	✓	
Behind a public-facing plexiglass barrier	✓	
Meetings held in person	✓	
In any indoor District-run recreation program	✓	
Audiences at District-run theatre events except for the individuals performing/presenting on stage (as long as there is a 3 meter distance or barrier between the edge of the stage and the first row of event-attendees)	✓	
Personal office, work area or workstation (provide physical distancing is maintained)		✓
Working outdoors with others and physical distance is maintained		✓