



1. POLICY

Until further notice, all employees at the Strathcona Hotel will be required to wear a mask that covers their nose and mouth while at work. Failure to comply with this rule and the terms of this Policy will be grounds for discipline up to termination in accordance with the Strathcona Hotels progressive disciplinary policies and procedures. Please continue reading to find out the details.

2. PURPOSE

The purpose of this Policy is to prevent the spread of the COVID-19 virus, protect the people present at the Strathcona hotel and ensure compliance with public health guidelines, federal and provincial laws, local bylaws and other applicable requirements and standards.

3. DEFINITION OF “MASK”

For purposes of this Policy, “mask” means a non-medical facemask either in black or the logo’d Strath masks that covers the nose and mouth, ties around the ears or the 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.

We have ordered black masks and they will be arriving approx August.31, 2020. Until they are in please wear your own mask and or ask the duty manager for a logo’d Strath mask.

4. SCOPE OF POLICY

This Policy applies to all Strathcona Hotel employee’s regardless of employment or pay status, contract workers, (unless they are subject to a specific exemption under Section 5 below) who are present: (i) inside any Strathcona building or facility, including vehicles and equipment; and/or (ii) in the outdoor areas of such buildings or facilities owned by The Strathcona Hotel where people cannot maintain social distancing of at least two meters/six feet apart.

Masks are not required for:

- Work or time spent alone in a personal office or workspace;
- Walking, exercising or other outdoor activity where individuals are at least 2 meters/6 feet apart;
- Driving a single-occupancy vehicle;
- Other operations, conditions or situations where people are alone in a personal room or space or assembled but still maintain the required 2 meters/6 feet social distancing boundaries.

5. EXEMPTIONS

Face masks are **not required** when:

- A medical professional has advised that wearing a mask may pose a health risk to or impair the breathing of the wearer; You must book a meeting with HR and bring in a Dr's note.
- Wearing a mask would create a health or safety risk to the wearer as determined by federal, provincial or local regulators or OHS guidelines;
- The person is physically unable to put on or take off the mask without assistance;
- The person has trouble breathing, is unconscious or cannot remove the mask without help;
- The person is deaf or hard of hearing and relies on facial and mouth movements to communicate.

6. ROLES & RESPONSIBILITIES

6.1 Employer

The Strathcona Hotel is responsible for overall implementation of this Policy and will ensure that:

- An ample supply of masks is provided based on an assessment of requirements;
- All persons are held accountable for following mask rules.

6.2 Supervisors

Supervisors are responsible for

- Serving as a role model by following the rules themselves;
- Answering employees' mask-related questions; and
- Enforcing mask rules, including via use of discipline when necessary.

6.3 Employees

Employees are responsible for:

- Using the masks supplied by their department
- Following the proper mask use instructions listed in Attachment A;
- Laundering their own masks
- If you lose the mask provided you will be charged \$5.00 for a new mask

7. DURATION OF POLICY

This Policy will remain in effect until public health officials and/or regulators determine that wearing a mask is no longer necessary to prevent the spread of COVID-19 and may be modified by The Strathcona Hotel as necessary as the public health emergency and guidelines and regulatory requirements evolve.

Attachment A: Face Mask 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
- ✓ DO wear your mask snug 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 down 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 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

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