



TOWN OF ATIKOKAN

Policy Title: Mandatory Use of Mask or Face Covering Policy	Date Issued: August 17, 2020	By-law Number: Per Delegation By-Law #12-20
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Purpose

Beginning August 17, 2020, all employees, visitors and customers are required to wear a mask or face covering upon entering and remaining within Town of Atikokan facilities. The mask or face covering must fully cover the nose, mouth and chin without gaps.

The following persons are exempt from the requirement to wear a mask or face covering:

- i. Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask and cannot be persuaded to do so by their caregiver;
- ii. Persons who cannot safely wear a mask or face covering because of medical conditions such as breathing difficulties, cognitive difficulties, hearing or communication difficulties;
- iii. Persons who cannot wear or are unable to apply or remove a mask without assistance, including those who are accommodated under the *Accessibility for Ontarians with Disabilities Act* (AODA) or who have protections under the *Ontario Human Rights Code*, R.S.O. 1990, c.H.19, as amended;
- iv. A person who is employed by or is an agent of the Operator of an Enclosed Public Space and is within or behind a physical barrier such as plexiglass. A list of private spaces within public Town facilities where masks are not required for employees has been included in Appendix A.

Temporary removal of the mask or face covering is permitted where necessary for the following purposes Actively:

- i. engaging in an athletic or fitness activity including water-based activities;
- ii. Consuming food or drink;
- iii. Receiving services in a personal service setting on an area of the face that would otherwise be covered by a mask or face covering; and
- iv. For any emergency or medical purpose.

Implementation

This policy will be implemented and enforced in “good faith” to primarily educate people on masks and face coverings and promote their use in enclosed public spaces. Persons with exemptions listed in this policy are not required to show proof of exemption.

Signs about the requirement to wear masks or face coverings shall be posted at all public entrances. Hand sanitizer will also be made available at all entrances and exits for persons entering or exiting Town of Atikokan facilities.

Training

Employees will be trained on the policy, including:

- a) How and when to provide verbal reminders of the masking requirement to persons entering the premises without a mask or face covering, and those who remove their mask or face covering for an extended period of time;
- b) Where and how to properly wear a mask or face covering;
- c) How to respond to customers who do not have a mask or face covering;
- d) Where people can get more information about the policy; and
- e) How to handle a customer who becomes aggressive about the requirement to wear a mask.

All supervisors are responsible for reviewing this policy with their staff and having them complete the sign-off sheet included in Appendix B. Employees will be given a copy of this policy upon request.

A copy of this policy will be made available on request to a public health inspector or other person authorized to enforce the *Reopening Ontario Act* Ontario Regulation 364/20.

Appendix A: Private Spaces Within Public Town Facilities

Town Hall: The employees only area separated from the lobby by the locked doors and front counter plexiglass dividers, including all offices, workspaces, and the Emergency Measures Room.

As per section 20.2 of By-Law 14-19 – Proceedings of Council, during a Meeting of Council, the area where Council and Staff sit as referred to as “the bar” is a public space.

Recreation & Wellness Centre: Staff room and mechanical rooms

Community Centre: The Pro Shop employees only area separated from the public by the front counter plexiglass divider.

Atikokan Centennial Museum: Staff offices and storage rooms

Library: Staff room and personal work spaces

Appendix C: Procedures for Meetings of Council

Councillors and Staff are to wear masks anytime that they are not in their assigned seat at their desk.

Upon entering Council Chambers, Councillors and Staff are asked to take a seat at their assigned desk and remain seated for the duration of the meeting. After Councillors or Staff approach their desk and are ready to be seated but before they sit down, they are required to remove their mask then sanitize their hands before sitting down.

When the meeting concludes, Councillors and Staff will need to sanitize their hands again before putting their mask back on and getting up from their seat.

Members of the public will be asked to use the leftmost door to enter the public viewing area. This area will be separated from the rest of Council Chambers. Members of the public must wear a mask when in attendance and sit in the assigned spots to allow for social distancing.

Councillor and staff desks will be sanitized before and after every meeting.