



REGIONAL DISTRICT OF CENTRAL KOOTENAY

## **Mask Safety Guideline**

*For Recreation Facilities*

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## Purpose

The RDCK acknowledges that physical distancing is difficult to maintain in enclosed spaces (indoors) and recognizes that a non-medical face mask is a necessary, recognized, practicable and effective method to limit the spread of COVID-19. The RDCK is committed to the health and safety of its employees and as such has created this guideline regarding the use of face masks in the workplace. This guideline must be observed at all times when working in areas requiring face masks.

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

## Scope

This Guideline applies to employees and the public (unless they are subject to a specific exemption) in all indoor common areas in recreation public spaces, such as lobbies, seating areas, hallways, stairwells, washrooms, change rooms, elevators, kitchens and other areas that are shared with others or when engaged in activities that risk a violation of the two-metre physical distancing requirement. Working within two metres (with a mask) must be kept to the minimum necessary to perform the task. If working outdoors and required to work within two metres a mask must be worn. More specifically, in indoor common areas, masks are to be worn:

- When the public are waiting outside the building physically distanced to be allowed in;
- When entering/exiting and while moving in indoor recreation public and common spaces;
- When the program safety plan requires a mask to be worn (such as low intensity programs);
- When meeting with a public individual anywhere in an indoor space;
- Anywhere a physical distance of two metres cannot be maintained between employees or the public;
- When operating a motorized vehicle on RDCK business with more than one occupant;
- When in any operation that interacts with the public (if an employee is behind a barrier they do not need to wear a mask);
- When 2 or more employees are meeting in an enclosed space (i.e. meeting room or an office);

## Exemptions

The obligation to wear a mask does not in any way replace or eliminate employees' obligations to use respirators, surgical masks, face shields or any other job specific personal protection equipment (PPE) required by RDCK safe work procedures or OHS policies.

However, face masks are not required when:

- Anyone is exercising or performing physical activity in a designated activity space as per a facility/program safety plan;
- A medical professional has advised that wearing a mask may pose a health risk to or impair the breathing of the wearer;
- 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 listener is deaf or hard of hearing and relies on facial and mouth movements to receive communication;
- The person is a baby or toddler under two years of age;
- 2 employees are working together in an office that is appropriately rated for that level of occupancy, and where they have a physical barrier between them;
- If an employee is working inside a common area that is closed to the public (where there are no members of the public);
- If an employee is instructing a class/event/program as per the approved safety plan for that class/event/program type.

## Accommodations

In additions to the above exemptions, RDCK will make reasonable accommodations to the point of undue hardship on a case-by-case basis for people with disabilities, religious beliefs and other protected characteristics as required by British Columbia’s human rights laws and as per RDCK Guidelines.

## Definitions

**Masks:** For the purpose of these guidelines a mask is a non-medical face mask or tightly woven fabric mask that covers the nose and mouth, ties around the ears or 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. “Masks” do not include N95 and other filtered masks required by healthcare workers nor face masks that protect only the wearer.

**Employee:** For the purposes of this guideline, employee includes all RDCK employees, whether full-time, part-time, permanent, temporary, or volunteer and contractors working at a RDCK recreational facility.

**Public:** For the purposes of this guideline, public includes all participants, volunteers, spectators, and visitors at a RDCK recreational facility.

**Building Supervisor:** An employee responsible for the facility or building including the functional systems required to ensure the safe use of that facility for Regional District Business.

**Employee Supervisor:** An employee responsible for and providing direction to another employee or group of employees on a regular basis.

**Leadership Team:** A member of the local community complex Leadership Team.

**Individual Workspace:** The assigned location within the office where an employee is consistently required to locate. Generally within a separate office.

**Common Workspace:** A location within the office that an employee is consistently required to share with other employees such as the copier area or meeting rooms and is restricted from the public.

**Common Area:** Anywhere in a RDCK recreational facility that the public is present during operational hours.

**PPE:** Personal Protective Equipment specific to the requirements of task.

## Objectives

**Safety:** To ensure the safety of employees and the public while on the premises, these guidelines were developed in consultation with Regional District Safety Advisor and WorkSafe BC Guidelines.

**Efficiency:** Regional District employees and members of the public will be able to conduct business in the most efficient manner possible given the current operating environment.

**Clarity:** These guidelines are intended to be clear and easy to follow. Interpretation of these guidelines are the responsibility of the Leadership Team.

## Responsibilities

RDCK will provide appropriate masks to employees and will post signs at all entrances informing members of the public about requirements and exemptions for wearing masks, in addition to any other safety measures. RDCK will train all employees on proper procedures for wearing masks and inform employees of RDCK procedure for interactions.

### RDCK will:

- Provide disposable non-medical masks to the public who arrive without one;
- Make available to employees and the public alcohol-based hand sanitizer in the recommended concentration;
- Offer a copy of this Guideline to those who request it, along with information about any applicable act, regulation, bylaw, or order;
- Provide information about the importance of wearing a mask or the science on the use of masks to customers or employees who request it;
- Explain to customers any applicable sanctions they may be subject to for noncompliance; and
- Deny entry to any customer or third party who becomes aggressive about the new requirement.

### Employees and the Public will:

RDCK employees and the public who use our recreational facilities and programs have a shared responsibility for the health and safety of our community. It is the RDCK's expectation that all RDCK employees and the public will follow the requirement to wear a mask. It is important to note that non-compliance may be subject to action under RDCK policies, collective agreements, applicable legislation and public health orders.

**Employees:** To perform the work assigned to them by their Employee Supervisor in a manner that is compliant with these guidelines. Employees are required to seek clarity from their Employee Supervisor if they perceive a conflict between the requirements of their job and the application of these guidelines. Employees are responsible for:

- Using the masks supplied by their department— although employees may also buy their own masks at their own expense;
- Following the proper mask use instructions;
- Laundering their own masks or dropping used disposable masks in garbage receptacles that are lined with plastic bags;
- Recognizing that masks are in short supply and take the proper steps to conserve them;
- Asking participants, spectators, and visitors to wear a mask or to leave the facility; and
- Reporting mask violations to their supervisors.

**Building Supervisor:** Provide guidance regarding the application of health and safety requirements within their building and for making changes to the working environment as directed by the Manager of Recreation or designate.

**Safety Advisor:** Provide and enforce the relevant health and safety standards required by Safety as a Regional District Value and the continuity of Regional District business.

**Employee Supervisor:** Interpret these guidelines as interpreted by the Leadership Team and respond to safety concerns through engaging the Building Supervisor, the Safety Advisor, and their respective Manager. Supervisor are responsible for:

- Performing an assessment to determine the mask needs of their program area/department;
- Ensuring that all personnel and visitors to their program area/department have and properly use required masks and supporting employees communicating mask requirements to participants, spectators and visitors;
- Instructing workers and visitors in the proper mask fitting, use, conservation and laundering/disposal;
- Serving as a role model by following the rules themselves;
- Answering employees’ mask-related questions; and
- Coaching and reinforcement of rules for those not complying.

**Manager of Recreation:** Interpret these guidelines in accordance with Safety as an RDCK value and ensure the continuity of Region District business. Direct the Employee Supervisors where required.

## Guidelines

This Guideline 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 RDCK as necessary as the public health emergency and guidelines and regulatory requirements evolve.

### Face Mask Do’s & Don’ts

#### DO’S

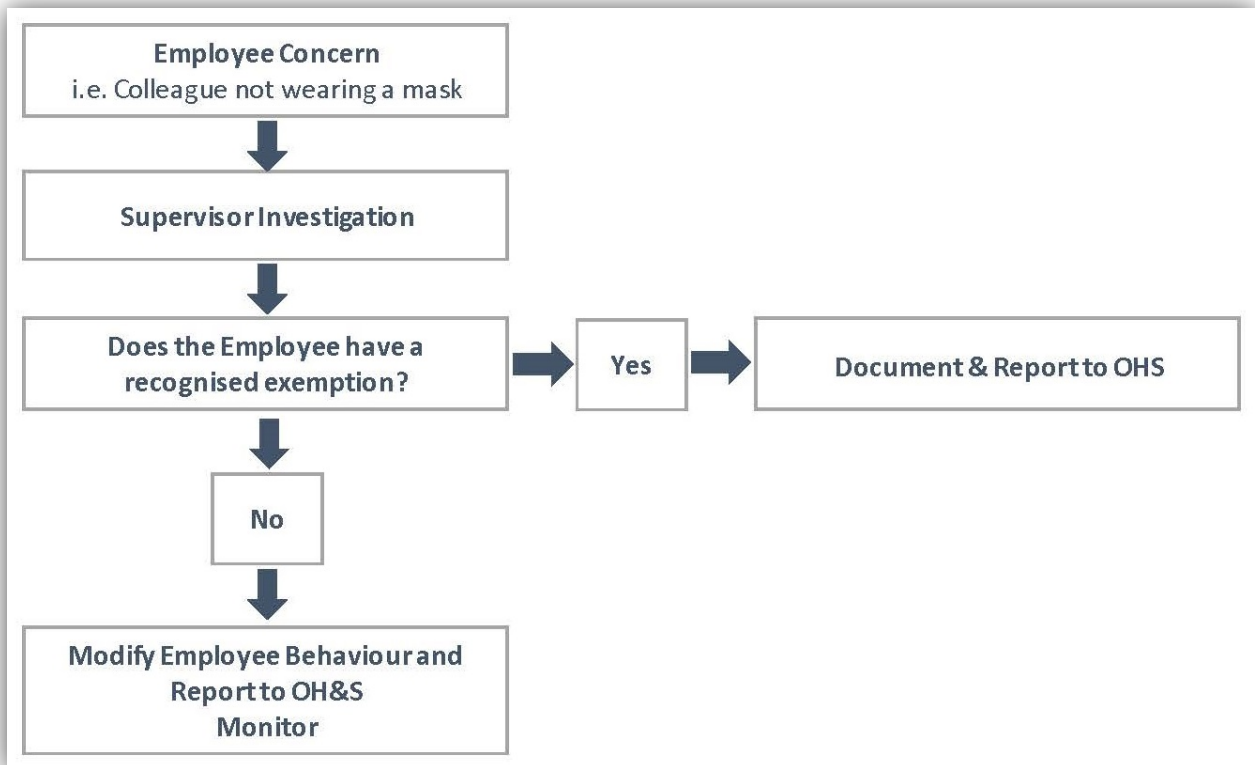
- DO make sure your mask completely covers your nose and mouth DO put on your mask properly using the tie loops or elastic bands that secure behind your head
- DO wear your mask snug around your face and adjust it as necessary throughout the day

- 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**

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

**Figure 3. Mask Wearing Problem Resolution Process**



## Acknowledgement and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the RDCK Mask Safety Guideline. Further, I agree to adhere to this guideline and understand my responsibility to ensure that employees working under my direction adhere to this guideline. I understand that if I violate the rules/procedures outlined in this guideline, I may face disciplinary action, up to and including termination of employment.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness Name:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_

## Appendices

**Appendix A** - Help prevent the spread of COVID-19: How to use a mask

**Appendix B** – Mask Process Flowchart (Patrons without a Mask)

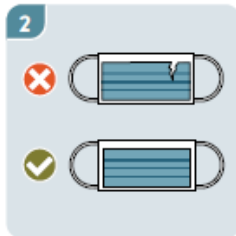


## Appendix A - Help prevent the spread of COVID-19: How to use a mask

### Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

#### Removing the mask



1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3 Dispose of the mask safely.

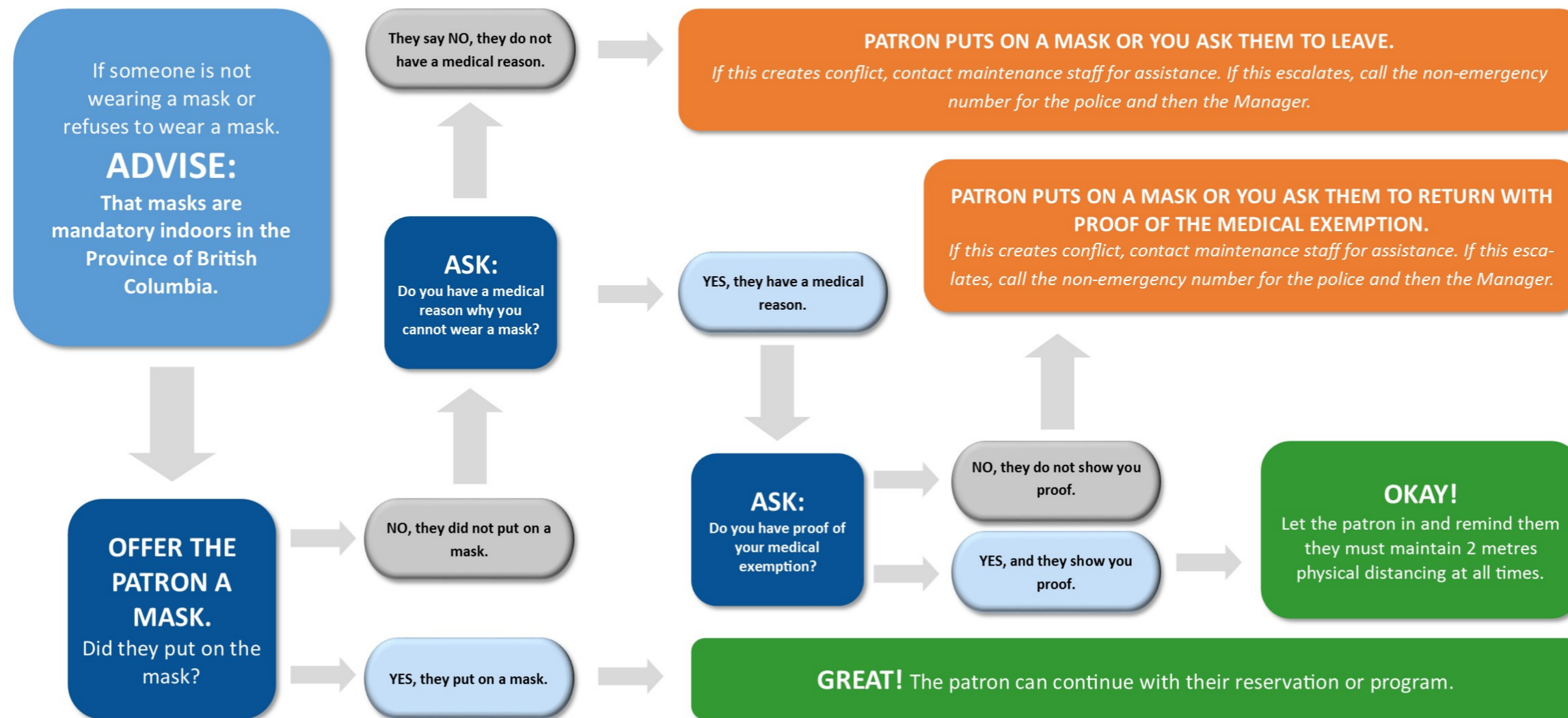


4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."



**Recreation Mask Process**  
Patrons NOT Wearing a Mask



NOTE: With the Public Health Order in place, all mask exemption accommodations must go through the Manager. If any situation results in conflict, contact maintenance staff for assistance. If it escalates, call the non-emergency for the police (or 911 for emergencies), and then notify the Manager. Handle these situations carefully and speak assertively and calmly. Be professional, friendly, and courteous.