Policy Template – Masking

This policy has been written to continue to safeguard the community against COVID-19 and ensure compliance with the Emergency Management and Civil Protection Act (EMCPA) Ontario Regulation 263/20 s.4(2) as instructed by the Haliburton, Kawartha, Pine Ridge District Health Unit’s (HKPR) Medical Officer of Health. (NAME OF ESTABLISHMENT) recognizes our role in reducing the spread of COVID-19 in our community.

**Effective 12:01 a.m. July 13, 2020:**

(NAME OF ESTABLISHMENT) requires anyone entering the premises to wear a non-medical mask or face covering.

The non-medical mask or face covering must be worn while inside the premises, unless it is reasonably required to temporarily remove the face covering for services provided by (NAME OF ESTABLISHMENT).

All persons will be notified of this requirement through signage posted at all entries and throughout the premises (attached as addendum).

This policy will be enacted and enforced in ‘good faith’ by (NAME OF ESTABLISHMENT) and is an opportunity to educate patrons about the use of non-medical masks or face coverings while indoors as a community safety measure.

**Exceptions**

Some people may not be able to tolerate wearing a mask. (NAME OF ESTABLISHMENT) will exempt a person from wearing a non-medical mask or face covering on the premises if the person is:

* A child under the age of two years old
* A child under the age of 5 years old either chronologically or developmentally who cannot be persuaded to wear a face covering by their caregiver
* Unable to remove their mask without assistance
* Unable to wear a mask for medical reasons such as but not limited to, respiratory disease, cognitive difficulties, difficulties in hearing or processing information
* Unable to wear a face covering for any religious reason

**Role of Staff**

All staff will be trained on the new policy regarding face covering requirements.

All staff will be required to wear a non-medical mask or face covering while working in the space that services the public.

Staff will do their best to limit entry of any person not wearing a non-medical mask or face covering. Efforts may include:

* Giving a verbal reminder upon entry that the customer is instructed to wear a face covering by the HKPR District Health Unit, Medical Officer of Health
* For customers in the premises seen removing their face covering for extended periods of time, giving a verbal reminder of the requirement to wear a face covering under instruction by the Medical Officer of Health for the HKPR District Health Unit
* If a customer refuses to put on a face covering and refuses to leave the premises, staff are not required to engage further; there is not a need to turn away or remove a customer to achieve the best effort standard

This policy remains in effect until such time as instructions are modified or revoked by the Medical Officer of Health for the Haliburton, Kawartha, Pine Ridge District Health Unit.

ADDENDUM

<insert copy of signage for posting at entrance and inside premises>