# **COVID – 19: Sample Mandatory Mask Policy**

In response to the Public Health Office [orders](https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions), a mandatory mask policy is now in effect at [Company Name]. A mask will now be required in the workplace, where physical distancing is not possible.

Masks will be required to be worn by all workers in the following areas:

* Lunch room (when not eating or drinking)
* Break rooms
* Kitchen
* Elevators
* Hallways
* Washrooms
* Reception, and
* Any other area where physical distancing is not possible

## Type of mask requirement

At minimum, a 3-layer mask is to be worn, under the recommendation of [Health Canada](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html#a2). The mask should:

* be made of at least 3 layers
	+ 2 layers should be tightly woven material fabric, such as cotton or linen
	+ the third (middle) layer should be a filter-type fabric, such as non-woven polypropylene fabric
* be large enough to completely and comfortably cover the nose, mouth and chin without gaping

At [Company Name], company provided face masks meet the above guidelines. Home-made/self-purchased masks are also acceptable to be worn in the workplace, following the above guidelines are met.

This policy does not replace information pertaining to the use of respirators in the workplace for specific tasks. Follow company Respiratory Protection Program, to determine the type of respirator required for the task. Contact your supervisor if any questions.

## Exemption

Workers who cannot put on or remove a mask on their own are exempt. Workers who are hearing impaired, or require lip-reading to communicate, will be accommodated accordingly.

***\*Note: N95’s are commonly given out in workplaces as part of their COVID-19 Safety Plan. The N95 exceeds the requirements listed above.***