



## **Administration & Finance Division**

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**To:** Mayor and Council

**From:** Jordan Forbes, Human Resources Manager

**Date:** September 14, 2020

**Subject:** New Policy – Mandatory Use of Mask or Face Covering within the Corporation of the Town of Fort Frances

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Attached, please for your review, please find our new Mandatory Use of Mask or Face Covering within the Corporation of the Town of Fort Frances.

As the Northwestern Health Unit had mandated mandatory use of masks effective August 17, 2020, we had previously implemented a Standard Operating Procedure for the period from August 17 until we were able to have a formal policy approved by Council.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes", is written over a horizontal line.

Jordan Forbes  
Human Resources Manager

Council approval of this report will approve the implementation of the Mandatory Use of Mask or Face Covering within the Corporation of the Town of Fort Frances Policy.
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# THE TOWN OF FORT FRANCES

## Section: Health and Safety

### Policy: Mandatory Use of Mask or Face Covering within The Corporation of the Town of Fort Frances

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**Creation Date:** September 2020

**Review Date:**

**Resolution Number:** N/A

**Supersedes Resolution Number:** N/A

**Policy Number:** 5.44

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#### **Mandatory Use of Mask or Face Covering within The Corporation of the Town of Fort Frances:**

- Beginning August 17, 2020, all employees, visitors, and customers are required to wear a mask or face covering upon entering and remaining within enclosed public spaces in Facilities owned and operated by the Corporation of the Town of Fort Frances. 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:
  - 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.
  - Persons who cannot safely wear a mask or face covering because of medical conditions such as breathing difficulties, cognitive difficulties, hearing or communication difficulties.
  - 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.
  - 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.
- Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
  - Actively engaging in an athletic or fitness activity including water-based activities.
  - Consuming food or drink.

- Receiving services in a personal service setting on an area of the face that would otherwise be covered by a mask or face covering.
  - For any emergency or medical purpose.
- 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 herein 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. Alcohol-based hand sanitizer will also be made available at all entrances and exits for persons entering or exiting facilities of the Corporation of the Town of Fort Frances.
- Employees will be trained on the policy, including:
  - 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.
  - Where and how to properly wear a mask or face covering.
  - How to respond to customers who do not have a mask or face covering.
  - Where people can get more information about the policy, which will be made available on our website.
  - How to handle a customer who becomes aggressive about the requirement to wear a mask.
- 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.
- Provided that physical distancing of at least 6ft or 2m is able to be maintained, masks or face coverings will **not** be required in areas not accessible to the public such as a private office, meeting room, or semi-private workstation. Employees shall be required to wear masks in all common areas such as hallways, restrooms, break rooms, or when interacting with members of the public in person.
- Provided that physical distancing of at least 6ft or 2m is able to be maintained, masks or face coverings will not be required in the Public Works Garage or Parks Garage.
- Masks or appropriate face coverings shall be worn when any staff member interacts with a member of the general public within an enclosed space within any town owned facility.
- Staff shall be responsible for carrying an appropriate face covering or mask at all times while they are in a space where they may not be able to physically distance, so that they may be donned as required. The Employer shall provide staff with a disposable or cloth mask as required.

### **Enforcement Measures:**

These standards must be adhered to in order to protect employee and community safety.

Employees who fail to adhere to these standards may be subject to disciplinary action.  
Supervisors who fail to enforce these standards may be subject to disciplinary action.

Supervisors are expected to enforce these measures and may take such disciplinary action as appropriate to enforce them. Workers and Supervisors who fail to comply with these measures may be subject to disciplinary action.

No reprisal shall be taken against any individual for reporting concerns related to this policy.