



CITY OF WEST KELOWNA STAFF POLICY

APPROVAL DATE: 2020/11/03

DEPARTMENT:	HUMAN RESOURCES DEPARTMENT	NUMBER: HR-18
SUBJECT:	MASK AND FACE COVERING POLICY	

This Policy contains COVID-19 information that has been shared on the BC Municipal Safety Association (BCMSA) website; the goal of including similar information in our policy is to ensure the City of West Kelowna aligns with other BC Municipalities.

PURPOSE

This policy establishes instructions for wearing non-medical cloth masks or face coverings over the nose and mouth in City-operated facilities, workplaces and/or work situations effective November 3, 2020 until further notice. The Provincial Health Officer has now directed, as an expectation, that people will wear a mask when in public spaces.

This policy and related guidelines will be reviewed and updated as further information becomes available per the following noted authorities:

- Provincial Health Officer
- Interior Health
- BCCDC
- WorkSafeBC

SCOPE

This policy applies to all City of West Kelowna employees, contractors and members of the public in:

- City-operated facilities, this includes Municipal Hall, Public Works, Recreation, Parks, Lions Hall, Lakeview Village and City of West Kelowna Police Services (RCMP) – employees working at the RCMP must also follow policies as directed by their organizations.
- Public Council and Committee meetings
- Public engagement events
- Staff events
- Face to face meetings
- City-related operations, including vehicle use where applicable

City of West Kelowna employees at WKFR must follow mask policies as directed by their organizations.

The general public will be required to wear a mask when they are inside visiting or working in City facilities. The City will provide a disposable non-medical face mask for the public to wear when they don't have a mask available.

It is important to note that at no time are City employees obligated to enforce wearing of masks by the general public.

POLICY

City of West Kelowna employees and contractors are required to wear a mask when interacting with the public – both indoors and outdoors – unless a physical barrier (i.e., plexiglass or glass) is present. This does not apply to staff-only areas if two metres of distance can be maintained.

All control measures implemented to protect employees from COVID-19 must remain in place until the Provincial Health Officer rescinds all pandemic-related orders. These measures include, but are not limited to:

- Staying home when sick
- Maintaining physical distancing, whenever possible

- Washing hands often, and utilizing hand sanitizer when plumbed washing facilities are not readily available
- Abiding by signage (ex. Reduces occupancy, area staff only, directional signs/arrows)
- Use of engineered barriers, such as glass or plexiglass

GENERAL MASK OR FACE COVERING REQUIREMENTS

The table below summarizes the situations and locations where masks are required for City employees across all City facilities.

Situation / Location	Applicability	Masks are required	Masks are a personal choice
Any interaction with the public (indoors or outdoors) including meetings, council sessions, and public engagement events (except when barriers are present)	Employees, contractors, public	X	
Inside a member of the public's home or business (e.g. building inspections/ meter tech)	Employees	X	
City Vehicles/Personal Vehicles used for work purposes – click here for the CWK procedure: H:\HEALTH & SAFETY\COVID-19\Vehicle Use\Social Distancing Mask Use City Vehicles - October 2020.pdf	Employees, contractors, public	X – refer to procedure	
All Publicly accessed spaces in City facilities (i.e., WKFR, foyers, hallways, lobbies, council chambers)	Employees, contractors, public	X	
Multi-stall, publicly accessible washroom	Employees, contractors, public	X	
Behind a barrier (plexiglass, glass), provided 2 m distance between staff members is maintained	Employees		X
Personal office, workstation or work area (provided 2 m from others is maintained)	Employees		X
Attending or passing through employee-only areas or hallways (including meeting rooms, copiers, kitchens, lunchrooms)	Employees	X	
Working outdoors and 2 m distance is maintained (no public interactions)	Employees, contractors		X

Studies suggest those who are COVID-19 positive may not display symptoms or may only experience mild indicators, therefore a COVID-positive person could unknowingly infect others. To supplement already implemented controls, an additional layer of protection includes wearing a mask or face covering to continue to minimize COVID-19 transmission.

PROVISIONS OF MASK WEARING

City of West Kelowna employees will be issued 2 washable /reusable masks. Employees are responsible for the care and maintenance of their masks; City issued masks will not be replaced if they are lost or damaged.

Employees are encouraged to carry a mask with them at all times while at work, in case of unplanned interactions / proximity with others where physical distancing is not possible.

Employees are permitted to wear their own personal masks, provided there is no inappropriate and disrespectful logos, slogans and images.

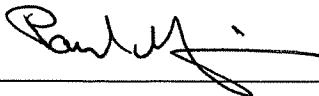
Employees who forgot their mask and require one for work will be provided with a disposable non-surgical mask; please contact HR at 778-797-8895 or 778-797-8866 to request a disposable mask.

Managers and supervisors will inform contracted personnel that they are required to wear masks when working in areas where City employees or members of the public are present. Contractors must provide their own masks.

EXCEPTIONS AND CLARIFICATIONS

The following situations do not require the wearing of a mask or face covering by either employees or members of the general public as prescribed by BC health authorities and/or the CWK:

- Children under the age of 5 are not required to wear a mask or face covering.
- Employees/public whose particular medical condition or disability prevents them from wearing a mask or face covering. Employees with medical conditions will need to request an exemption with Human Resources.
- Employees who are working in their personal office, work station or work area.
- Employees whose personal protective equipment (PPE) provides a higher level of respiratory protection than a mask or face covering.
- CWK Employee Fitness Classes – mask or face coverings are not required at this time. Employees and Instructors must ensure they are setting up their work out area on the marked x's to ensure social distancing is maintained.
- In situations where employees feel they do not wish to wear a mask or face covering for any other reason are to speak with their supervisor or manager about their concerns. Human Resources will work with the department manager and supervisor to help address their employees concerns.
- Participants taking part in recreational activities must follow provincial COVID-19 protocols and/or protocols required by the CWK.



CAO Approval:
Date: November 3, 2020