

**TITLE:** Public Mandatory Face Covering Policy  
**POLICY NO.:** POL-ADMIN-03-2020  
**APPROVAL DATE:** August 12, 2020  
**EFFECTIVE DATE:** August 17, 2020  
**POLICY AMENDED:**

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### **Purpose**

The purpose of this policy is to ensure that the mandatory use of face coverings throughout all facilities within the Township of West Lincoln are outlined and practiced in a consistent and appropriate manor, which applies to all members of the public.

Wearing a face covering is not an alternative to physical distancing. In addition to the implementation of this policy, the Township of West Lincoln will continue to follow essential risk mitigation principles and measures in order to keep the public and staff members safe.

This Policy is created in compliance with [Niagara Region Face Covering By-law](#).

### **Definitions**

Establishment - means any enclosed space owned, occupied, used or operated by the Township of West Lincoln where members of the public are ordinarily invited or permitted access, either expressly or by implication, and whether or not a fee is charged for entry and shall include without limitation.

Face Coverings – for the purpose of this policy, face coverings are medical, non-medical or other face coverings such as a balaclava, bandana, scarf, cloth, or other similar item that covers the nose, mouth, and chin without gapping

Face Shield – a type of personal protective equipment that is made of see-through material which shields the face from substances

Screening – for the purpose of this policy, screening is a checklist that includes basic questions relating to COVID-19 symptoms

### **Scope**

This policy applies to all members of the public.

## Policy

### 1. Face Coverings

- 1.1. Every person who enters an establishment is required to wear a face covering.
- 1.2. Face coverings can be any medical or non-medical mask or other face covering such as a balaclava, bandana, scarf, cloth, or other similar item that covers the nose, mouth, and chin without gapping.
- 1.3. Face shields do not provide any filtering against respiratory droplets, therefore are not considered a substitute for wearing a face covering. If an individual chooses to wear a face shield, it is to be worn in addition to a properly fitted face covering.
- 1.4. Disposable face coverings will be available to the public if necessary.

### 2. Exemptions

- 2.1. The Township of West Lincoln recognizes that not everyone can wear a face covering and we ask for patience and respect as the Township navigates and works with anyone who may be exempt from wearing a face covering.
- 2.2. As outlined within the [Niagara Regions Temporary Face Covering By-law](#) the following person(s) are exempt from wearing a face covering:
  - Children under the age of five (5) years old;
  - Person(s) who are unable to wear a face covering as a result of a medical condition or a disability pursuant to the Human Rights Code, R.S.O. 1990, c. H.19, who is unable to put on or remove a face covering without assistance or for whom a face covering would inhibit the person's ability to breathe;
  - A person while consuming food or drink provided by a business that is permitted to operate under the Provincial Emergency Orders and provided that all other conditions of the Emergency Orders are met;
  - Person(s) while receiving services involving the face and requiring the temporary removal of a face covering provided such services are permitted to operate under the Provincial Emergency Orders and provided 2 metres distance is maintained from all other persons other than the person providing the service;
  - Person(s) engaged in a sport or other strenuous physical activity;
  - Person(s) assisting or accommodating another person with a hearing disability; and
  - Employees and agents for the owner or operator of the enclosed public space within an area not for public access, or within or behind a physical barrier
- 2.3. There are no requirements for members of the public to provide proof of their condition or disability for a face covering exemption.
- 2.4. The Township of West Lincoln has restricted the amount of people in any establishment to apply physical distancing measures and adhere to regulations outlined by the Province. If an individual requests to enter any establishment and cannot wear a face covering, staff will provide additional measures to ensure the safety of all staff members and the public.

### 3. Additional Screening

- 3.1. Passive screening is present for any walk-ins, appointments, contactors, drop-in programs, pass-through entry and registered programs. Passive screening measures such as informational posters referencing signs of COVID-19 will be placed at every point of entry to remind people not to enter if they are showing any symptoms of COVID-19 or feeling ill.
- 3.2. Active screening may be required for additional programs and services.

### How to Properly Wear a Face Covering

When wearing a face covering:

- Immediately wash your hands before putting the face covering on, before adjusting it, before taking it off and after taking it off. Use soap and water or an alcohol-based hand sanitizer to wash your hands.
- Make sure the face covering fits well, covering your mouth, nose and chin. The face covering should fit your face, leaving no gaps on the sides.
- Make sure your face covering is secured to your head with ties or ear loops without the need to adjust frequently.
- Ensure that the pleats on the outside are facing down, if your face covering has pleats.
- Gently mold the metal strip over the bridge of your nose to ensure a close fit, if your face covering has one.
- Avoid moving the face covering around or touching the covering while using it.
- Do not share your face covering with others, even within your own household.
- Do not leave your face covering tucked under your chin, hanging from your ear, or on your forehead.

Replace the face covering as soon as it becomes damp, dirty, damaged or if it has shrunk after washing and drying.

### Removing & Disposing of Face Coverings

Touching or constantly adjusting face coverings as well as not properly washing hands before putting one on or taking one off can increase risk of possible transmission and infection. The following steps should be taken when applying and removing a face covering:

- Wash your hands with soap and water or an alcohol-based (70% or higher) hand sanitizer before applying or removing a face covering.
- Put the face covering into a bag to keep it separate from other items until it can be washed or thrown out in a lined garbage bin
- If your face covering has a removable, non-reusable filter, make sure to remove and throw it out before washing your face covering.
- To wash the face covering, put it directly into the washing machine. Throw out the bag it was stored in. Wash your hands again with soap and water or an alcohol-based hand sanitizer after handling your face covering.
- Wash the face covering with other laundry using a hot water cycle. No special soaps are needed.

- Disposable face coverings should not be washed, reused or recycled and should be appropriately thrown away

### **Responsibility**

The Township of West Lincoln will continue to follow essential risk mitigation principles and measures in addition to the face covering requirements. These measures include, but are not limited to the following:

- Physical Distancing (keeping 2 metres apart)
- COVID-19 Screening posters at all municipally owned facility entrances
- Personal preventative practices
  - Frequent hand hygiene, clean and disinfect frequently touched surfaces, etc.
- Physical barriers between employees and the public
- Discourage people who are ill from entering the facility

Everyone is responsible for doing their part to reduce the possible spread of COVID-19.

### **References**

[Niagara Region Face Covering Information](#)

[Niagara Region Face Covering By-law](#)

[Public Health Face Covering Information](#)