



Apex Utilities Inc.
ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT SYSTEM MANUAL

Title: Workplace Mask and Face Coverings Practice	Date of Issue: 2020-09-08	EOH&S Document #: SP-057.00
	Replacing: New	
Reviewed by: K. Raitz	Section: EHS Safety Practices	
Prepared by: B. Macdonald	Approved by: K. Raitz	Page: 1 of 3

57.0 WORKPLACE MASK AND FACE COVERINGS

This practice outlines the requirement for Mask usage while within AUI facilities and AUI vehicles. The purpose of this practice is to prevent the spread of the COVID-19 virus, protect the people present at AUI facilities, in AUI vehicles, and ensure compliance with public health guidelines, federal and provincial laws, local bylaws and other applicable requirements and standards.

57.1 AUTHORITY

Deviation from this Practice is allowed only with the approval of the Vice President, Corporate Services.

57.2 SCOPE

This practice outlines a requirement for AUI employees, vendors, customers, clients and visitors to use a Mask at all times when (i) inside any AUI building or facility, including vehicles and/or (ii) present in the outdoor areas of such buildings or facilities owned by AUI where people cannot maintain physical distance of at least two meters/six feet apart. Masks are not required for:

1. Work or time spent alone in a personal office or workspace
2. Driving a single-occupancy vehicle
3. Working from home
4. Other operations, conditions or situations where people are alone in a personal room or space

57.3 DEFINITIONS

Mask: For purposes of this practice, Mask means a company supplied or employee supplied non-medical facemask or non-surgical face covering, excluding a respirator that covers the nose and mouth, secures around the ears or the back of the head, fits snugly against the sides of the face, and fits under the chin.

Although the minimum requirements of this practice dictate the use of a Mask as defined above, the requirements can be exceeded with the use of a medical, commercial, or industrial grade facemask or respirator (e.g., N95 respirator, mask with P100 filter, etc.)



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57.4 EXEMPTIONS

The requirement to wear a Mask does not in any way replace or eliminate an employees' obligation to use respirators, surgical masks, face shields or any other job-specific personal protection equipment (PPE) required by AUI, however, face Masks are **not required** and may be replaced by a face shield when:

1. A medical professional has advised an employee that wearing a Mask may pose a health risk to or impair the breathing of the wearer;
2. Wearing a Mask would create a health or safety risk to the wearer as determined by federal, provincial or local regulators or OHS guidelines;
3. The person is physically unable to put on or take off the Mask without assistance;
4. The person has trouble breathing, is unconscious or cannot remove the Mask without help;
5. The person is deaf or hard of hearing and relies on facial and mouth movements to communicate.

57.5 ACCOMODATIONS

In additions to the above exemptions, AUI will make reasonable accommodations to the point of undue hardship on a case-by-case basis for disabilities, religious beliefs and other protected characteristics as required by Alberta's Human Rights Act.

57.6 DURATION OF PRACTICE

This is Practice will remain in effect until public health officials and/or regulators determine that wearing a Mask is no longer necessary to prevent the spread of COVID-19 and may be modified by AUI, as necessary, as the public health emergency and guidelines and regulatory requirements evolve. Notice of changes to the status of this practice, including its deactivation, will be made by Manager, EHS.



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APPENDIX A- MASK AND FACE COVERINGS GUIDANCE

Do's

- DO wear a Mask to protect others.
- DO inspect Mask condition prior to use.
- DO ensure your Mask is clean and dry.
- DO make sure your Mask completely covers your nose and mouth.
- DO look for Masks that have multiple layers of fabric.
- DO put your Mask on properly as per manufacture or government guidelines.
- DO wear your Mask snug around your face and adjust it as necessary.
- DO place your Mask with the outside down on a tissue when taking it off and putting it down; if a tissue isn't available, clean the surface on which you placed it down afterwards.
- DO wash your hands or use alcohol-based sanitizer before and after using removing the Mask and before touching your face.
- DO keep your Mask clean and, if using a reusable Mask, launder it once day in warm water.
- DO store your Mask in a clean and dry space or properly dispose of it.
- DO request a new Mask if the one you're using becomes unsanitary or damaged.
- DO ensure if you are wearing your own Mask that it is suitable for business usage and does not display any inappropriate symbols or language.
- Do mark your Mask to ensure it is not lost or used by others.

Don'ts

- DON'T wear your Mask in any configuration that allows the nose and mouth to be exposed.
- DON'T let Mask straps dangle down or cross the straps.
- DON'T touch or adjust your Mask without cleaning your hands before and after.
- DON'T wear your Mask on your head or around your neck or arm.
- DON'T lay your Mask on a surface that could be contaminated, or contaminate the surface with your Mask.
- DON'T wear your Mask near machinery, equipment or parts in which it may become entangled.
- DON'T use a Mask if it is damaged in any way.
- DON'T share your Mask.
- DON'T remove your Mask to talk to someone.
- DON'T allow others to handle or touch your Mask.