COVID-19
Mask & Face Covering Employee Toolkit
December 21, 2020

As of December 8, new mandatory public health measures are in effect across Alberta to protect the health system and slow the spread of COVID-19. For the most up to date information, refer to the Employee Guide or visit the COVID-19 onecity page for updates.

Alberta Health and Health Canada now recommend **non-medical masks, homemade and purchased cloth face coverings** be made of **three layers** with one of the layers being of filtering materials. Employees at the City of Edmonton are permitted to continue to wear two-layer masks, however, a three-layer mask is strongly encouraged. Single-layered face coverings such as bandanas and scarves are no longer permitted in the workplace where masks are required as a COVID-19 safety measure.

Mask Requirements for Employees:
- Employees are required to wear a face covering if they are in a public area and there is no physical barrier such as plexiglass available to add another layer of protection. Employees working behind a plexiglass barrier (such as a scalehouse or cash desk) may choose not to wear a face covering as long as they are maintaining physical distancing from other employees.
- Employees may choose not to wear a face covering if outside and are physically distancing from others.
- Employees working in an indoor/outdoor facility (such as an Eco Station) are required to wear a mask while inside the facility, but may choose not to wear a mask if they are able to maintain physical distancing from other employees and members of the public while working in the outdoor part of the facility.
- Employees will need to mask when arriving at their work location, using the elevator and stair wells, accessing shared spaces such as washrooms and lunchrooms, and while riding in personal or city vehicles with others.

Additional information is available at edmonton.ca/masks. Here's an FAQ to help answer many of these questions or please reach out to your supervisor for more details.

Mask Safety
If you are required to wear a non-medical mask for your worksite, please follow the guidance provided by Alberta Health about their proper use:
- Wash your hands immediately before putting it on and immediately after taking it off (in addition to practicing good hand hygiene while wearing it)
- Ensure it fits well (non-gaping)

Face masks can become contaminated on the outside, or when touched by your hands. When wearing a mask, take the following precautions to protect yourself:

- Avoid touching your face mask while using it
- Change a cloth mask as soon as it gets damp or soiled

Here's some other face covering/mask tips:
- If the face covering you are wearing is reusable, put it directly into the washing machine or a bag that can be emptied into the washing machine and then disposed of
- Non-medical masks that cannot be washed should be discarded and replaced as soon as they get damp, soiled or crumpled
- Dispose of masks directly in a lined garbage bin
- When removing the mask, avoid touching your eyes, nose and mouth and try to remove the mask by only touching the straps

Please see the following reference guide on the different types of masks and the City's guidelines for employees.

Signage
Signage will be posted in City facilities outlining where masks and face coverings are required and where they are not required (ex. Pools and fitness centres etc.). Signage is available to print at facilities in order for each facility to print what they need. Future signage plans for more permanent signage may be in development under a phased approach. Any additional signage required should be communicated to your supervisor. More information is available on onecity through the remote portal.

8.5 x 11 Sign

11 x 17 Sign