



Classification Number	<i>To be assigned by Policy Office</i>
Parent Policy	Booking and Use of University Space
Framework Category	Administrative
Approving Authority	Responsible VP
Policy Owner	Provost and VP Academic
Approval Date	DRAFT FOR REVIEW
Review Date	
Supersedes	

COVID-19 FACE COVERINGS DIRECTIVE

PURPOSE

1. The purpose of this Directive is to support efforts to prevent the spread of COVID-19 within the community by establishing standards for wearing Face Coverings in indoor or enclosed spaces and outdoor spaces where physical distancing cannot be maintained in University Space to protect University Members.

DEFINITIONS

2. For the purposes of this Directive the following definitions apply:

“Face Covering” face covering means a non-medical mask or other face coverings such as a bandana, a scarf or cloth (including hijab and niqab) that covers the mouth and nose ensuring a barrier that limits the transmission of COVID-19.

“University Space” means any location owned, leased, rented or otherwise occupied by the University and made available for temporary use.

“University Member” means any individual who is:

- Employed by the University (**“Employee”**);
- Registered as a student, in accordance with the academic regulations of the University (**“Student”**);
- Holding an appointment with the University, including paid, unpaid and/or honorific appointments; and/or
- Otherwise subject to University policies by virtue of the requirements of a specific policy (e.g. Booking and Use of University Space) and/or the terms of an agreement or contract.

SCOPE AND AUTHORITY

3. This Policy applies to all University Members in University Space and visitors to University Space.
4. The Provost and Vice-President Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Directive.

DIRECTIVE

5. Use of Face Coverings

- 5.1.** University Members and visitors to University Space are expected to bring a Face Covering when they arrive. Face Coverings will be worn:
 - a)** In indoor shared spaces, such as, but not limited to hallways, elevators, washrooms, classrooms, meeting rooms and other common areas.
 - b)** In outdoor shared spaces where physical distancing of at least six feet cannot be maintained.
- 5.2.** Face Coverings are not required in outdoor University Space where physical distancing of at least six feet can be maintained.
- 5.3.** Employees working alone in an enclosed, assigned office may remove their Face Coverings.
- 5.4.** University Members may remove their Face Coverings to eat in designated areas. These areas will be identified by signage.
- 5.5.** A person is exempt from wearing a Face Covering in University Space if they are under the age of two years, or are under five years and refuse to wear a Face Covering.

6. Enforcement

- 6.1.** This Directive is enacted and enforced in 'good faith' and will be used as an opportunity to educate about the use of non-medical masks or face coverings in premises where physical distancing may be difficult.

7. Face Coverings

- 7.1.** A Face Covering protects others from your respiratory droplets but will not protect you from the droplets of others.
- 7.2.** Follow guidance from the Region of Durham on [making a Face Covering](#) or [choosing a Face Covering](#).
- 7.3.** Wash your hands before putting on your mask or taking it off. Avoid moving, adjusting or touching the mask. Change your mask by only touching the straps or ear loops as soon as it gets damp or soiled. Do not touch the front of the mask.
- 7.4.** The use of Face Coverings is not a replacement for proven measures such as handwashing and physical distancing.

8. Accommodation

- 8.1.** Ontario Tech University is committed to promoting an environment where everyone has an equal opportunity to contribute to their fullest potential and where all are treated with sensitivity, fairness and respect. The University has policies and procedures to assist those who require accommodation. For more information about the University's accommodation procedures, please refer to the Policy library [[link](#)]. If you require accommodation, please speak to a person of authority.

MONITORING AND REVIEW

9. This Directive will be reviewed as necessary and at least every year, and is subject to change in accordance with direction from public health authorities. The Provost and VP Academic, or successor thereof, is responsible to monitor and review this Directive.

RELEVANT LEGISLATION

10. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

11. Booking and Use of University Space Policy
Booking and Use of University Space Procedures