



Mandatory Use of Mask Within Municipal buildings

All visitors and customers are required to wear a mask (or face covering) upon entering and remaining within Municipal building. The mask must securely cover the nose, mouth and chin.

The following persons are exempted from the requirement to wear a mask and will not be required to provide proof of such exemption. Any person who:

- is younger than 2 years of age, or under the age of 5 and cannot be persuaded to wear a mask;
- has an underlying health condition that prevents them from safely wearing a mask;
- is unable to put on or remove their mask without the assistance of another person;
- is reasonably accommodated by not wearing a mask under the *Accessibility for Ontarians with Disabilities Act (AODA)* or the *Ontario Human Rights Code*, R.S.O. 1990, c.H.19, as amended;
- is an employee or an agent of the Municipality of Casselman, and:
 - is in an area of the premises that is not designated for public access (i.e. areas closed to the public, lunchroom, etc.), or
 - is engaged in a physically demanding task, or
 - is within or behind a physical barrier (e.g., Plexiglass, work station).

Staff must be trained on the policy, including how to respond in various circumstances:

- customer arrived without a mask because they forgot or don't have one;
 - The Municipality will provide a mask for the City Hall and for Council meetings only. With that said, we encourage public members to arrive with their mask
- customer who is exempt from wearing a mask;
 - The public member will write the reason on the registration sheet at the building entrance.



- customer who removes their mask, without reason, for extended periods of time within the enclosed space. A customer who becomes aggressive about the new requirement;
 - A Municipal employee can refuse to serve a public member that do not respect this current policy. The bylaw officer will be contacted in such situation and the OPP if needed.

- customer wanting more information about the policy;
 - The current policy will always be available on the municipal website and at all locations open to the public.

- customer wanting information about the importance of wearing a mask or the science on the use of masks;
 - The public members will be directed to the local eastern Ontario health unit office : 613-764-2841 ou <https://eohu.ca/en>

- customer asking about the availability of alcohol-based hand sanitizer (65-90% alcohol concentration);
 - The hand sanitizer with be at least 70% alcohol concentrated.

- customer who wants to know if they can be fined.
 - Awareness and education about wearing a mask or face covering is a priority for the Eastern Ontario Health Unit and the Municipality of Casselman. However, in the event of a problematic situations, municipal enforcement officers, health unit inspectors and OPP officers have the power to issue fines under the *Emergency Management and Civil Protection Act*. Fines can vary from \$500 to \$800.

Staff will be able to demonstrate understanding of the policy and of their responsibility to educate the public and colleagues about the need to wear a mask.

Signage on the requirement must be posted and visible to the public.

This policy has been created in compliance with the directive of the Medical Officer of Health under the authority of the *Emergency Management and Civil Protection Act* (EMCPA) Ontario Regulation 263/20.