

5K-2020: Mandatory Face Coverings

1. Overview

- 1.1 In an effort to mitigate the effects of Covid-19, St. Mary's University is committed to take all reasonable efforts to protect the health and safety of staff, faculty, students and visitors to the university campus during a pandemic.

2. Purpose

- 2.1 In compliance with the City of Calgary's Temporary Face Coverings Bylaw 26M2020 or similar instrument of law, and the recommendations of the Chief Medical Officer, St. Mary's University hereby requires that face coverings must be worn on campus until the requirement is revoked under law, the Pandemic is declared over, or at the direction of the President.

3. Policy

- 3.1 Face coverings must be worn in all indoor common areas of campus.

4. Definitions

- 4.1 **Common Areas** – Common areas include building lobbies, hallways, stairwells, washrooms, elevators, and meeting rooms (if 2 meter distancing is not possible). The only areas that face coverings are not required by staff and faculty are in personal offices. Face coverings are not required outside where keeping 2 meter distancing is possible.

5. Exemptions

- 5.1 People with underlying medical conditions or disabilities inhibiting their ability to wear a face covering.
- 5.2 People who are unable to place, use or remove a face covering safely without assistance.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Health & Safety	Sr. Leadership Team	August 1, 2020	

- 5.3 People engaging in an athletic or fitness activity.

- 5.4 People who have temporarily removed their face covering where doing so is necessary to provide or receive a service.

Appendix A

How to Wear a Non-Medical Mask

COVID-19 INFORMATION

HOW TO WEAR A NON-MEDICAL MASK

Non-medical masks, including homemade cloth masks, can help prevent the spread COVID-19. They are another tool to use in places where it's difficult to keep two metres from other people for extended periods of time – such as public transit, grocery stores, pharmacies, hair salons, airplanes and some retail shops.

Masks do not replace proper hygiene, physical distancing or isolation to prevent the spread.

SAFELY PUTTING A MASK ON

- 1 Wash/sanitize your hands.
- 2 Inspect the mask, holding it by the ties or loops. Discard if damaged or dirty.
- 3 Open fully to cover from the bridge of your nose to your chin.
- 4 Adjust the mask to your face so there are no gaps on the side.
- 5 If mask has stiff edge, pinch to close gaps between nose and mask.
- 6 Keep your nose, mouth and chin covered at all times. Avoid touching the mask.

SAFELY TAKING OFF A MASK

- 1 Wash/sanitize your hands.
- 2 Remove it from the back by releasing ties or loops. Do not touch the front of the mask.
- 3 Discard the mask immediately if disposable. Wash thoroughly if reusable.
- 4 Wash/sanitize your hands.
- 5

FOR MORE INFORMATION ON WEARING AND CARING FOR YOUR MASK

alberta.ca/masks