Key Information for Employees

As of **August 1, Bylaw 19408, Temporary Mandatory Face Coverings**, requires all individuals to wear a face covering over their mouth, nose and chin, subject to the exemptions below, in all indoor public places (publicly or privately owned) and public vehicles (includes bus, LRT and vehicles for hire). This includes the public areas of all City of Edmonton owned and operated indoor spaces located in facilities, amenities, attractions and services.

City of Edmonton employees are **included** in this requirement, but may be able to remove their mask once they've reached work areas not accessible to the public, or where their hazard assessment has identified other, sufficient controls (e.g. use of an operator shield or the barrier at the front counter of a recreation centre).

The health and safety of employees is a top priority. Wearing a face covering or mask helps to protect those around you. The more people wear masks, the more protected we all are.

*When we wear a mask or face covering we're setting a great example for the behaviour we want to see in our fellow Edmontonians.*

*Each interaction and encounter with Edmontonians is an opportunity to create positive, healthy change.*

The bylaw is in effect until December 31, 2020, unless repealed or extended by City Council. Additional information is available at [edmonton.ca/masks](http://edmonton.ca/masks).

**Staff Expectations/Requirements**

Beginning August 1, staff 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. Staff 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 no public are present as long as there is a mechanism in place to prompt them to wear one if a member of the public enters the area. Staff may choose not to wear a face covering if outside and are physically distancing. The mandate is only for indoor spaces.
Staff 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.

Staff working in an indoor/outdoor facility are required to wear a mask or face covering if they are not able to maintain physical distancing from other employees and members of the public. If you are required to wear a mask at work as part of a hazard assessment, the City will provide one for you. In other work situations employees will be asked to provide their own masks or face coverings.

As employees we know you may have questions about how this new bylaw affects you and your workspace. 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

Here’s a short video with more information about wearing masks and a reference guide on the different types of masks.

**Staff/Public Interactions**

If you work in a public facility, you will be responsible for informing members of the public who are not wearing masks that they are now required to wear a mask when entering indoor spaces.

We know this can sometimes be difficult. We ask that employees educate the public on what exemptions there are and assist in answering and addressing questions and concerns. But please
remember we don't expect employees to enforce Edmontonians wearing masks or face coverings, refuse service or prevent or remove access to those not wearing a face covering.

If a member of the public comes to a facility without a mask and needs us to provide one, we can do so for a limited time where and while supplies last, but please ask them to bring their own next time. We've created this tipsheet for working with the public to help guide your conversations with the public.

**Signage**

Signage will be posted in City facilities outlining where masks and face coverings are required and where they are not required (ex. Pools, fitness centres, eating spaces, 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