The following information will assist you in understanding the different types of masks, what they are used for, and how and when to use them. Employees, please familiarize yourself with this information and consider how it applies to the work you perform. Supervisors please ensure this is communicated within your teams.

<table>
<thead>
<tr>
<th>Mask type</th>
<th>Description</th>
<th>Specifications</th>
<th>Examples of when to use</th>
</tr>
</thead>
</table>
| Non-Medical Mask   | Acts as a barrier device only to catch pathogens (i.e. viruses, bacteria) shed in liquid droplets and aerosols from the wearer's mouth and nose. These masks are subject to testing and design standards | - Non-medical masks will be issued to employees who require PPE for physical distancing controls  
- Requires accompanying hygiene, donning/doffing and disposal practices  
- Facial hair, in most cases will not interfere with use and these may be worn by persons having facial hair | Engineering or administrative controls aren't practical, the work task is deemed necessary (i.e. essential), and a worker must work within 6 feet (2 metres) of coworkers or the public  
When inside public areas including private and city owned and operated indoor facilities, transit vehicles and transit stations/platforms.  
When arriving at the 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. |
| Cloth Face Covering | Typically handmade, sewn or assembled from fabric and used to entrap and contain respiratory droplets and aerosols expelled from the wearer. Bandanas and scarves are also acceptable. | - Risks, limitations and quality vary widely due to no testing or design standards  
- Cloth face coverings should not be worn in place of non medical face masks issued as a control associated with the hazard assessment  
- Facial hair, in most cases will not interfere with use and these may be worn by persons having facial hair | Engineering or administrative controls aren't practical, the work task is deemed necessary (i.e. essential), and a worker must work within 6 feet (2 metres) of coworkers or the public  
When inside public areas including private and city owned and operated indoor facilities, transit vehicles and transit stations/platforms.  
When arriving at the 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. |
| Face Shield        | A type of PPE that aims to protect the wearer's face (or part of it) from hazards such as flying objects, chemical splashes, or potentially infectious materials | - Face shields do not provide adequate protection from the periphery (sides) and the underside  
- Face shields cannot be used as an alternative to a non medical mask when physical distancing cannot be achieved | Related to COVID-19, face shields are typically used and reserved for treating COVID-19 patients in healthcare settings and are worn with additional PPE such as an N95 respirator |
### N95 Filtering Respirator

Protects the wearer from airborne particle hazards by filtering particles from the air. These respirators are intended to seal tightly to the wearer's face and are subject to testing and design standards.

- Requires fit testing and health screening before use
- Requires accompanying hygiene, donning/doffing and disposal practices
- N95 are being reserved for primary and allied healthcare services
- Facial hair will interfere with respirator seal, and wearers must be clean shaven to wear N95

### Resources available on OneCity and Edmonton.ca

- [Video](#)
- [Face Covering FAQs](#)
- [How to wear a non medical mask poster](#)

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**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.

1. Wash/sanitize your hands.
2. Inspect the mask, holding it by the ties or loops. Discard if damaged or dirty.
3. Open filter 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. If mask has stiff edge, pinch to close gaps between nose and mask.
5. Keep your nose, mouth and chin covered at all times. Avoid touching the mask.

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FOR MORE INFORMATION ON WEARING AND CARING FOR YOUR MASK

[Alberta.ca/masks](#)
Close Proximity Work
Working within 6 feet (2 meters) of other workers, or the public

1. Close Proximity Work is Required

2. Is the work critical to the business or to safety?
   - No: Defer the work to a later date or until it becomes critical (contact your immediate supervisor to determine)
   - Yes: Conduct the work

3. Can tools or equipment be used to allow fewer people to do the work?
   - Yes: Evaluate the impact of the tools/equipment on the work, people involved and the environment
   - No: Can physical guards or barriers be used? (i.e. Plexiglass or poly)
     - Yes: Evaluate the safe installation of barriers to separate people while working
     - No: Can tasks be spread across the area or over time so people can work on their own?
       - Yes: Create a staged work plan to complete the work
       - No: If no alternatives exist, provide appropriate PPE for the task

Note: the supervisor should be involved in planning the work, and when the work is deferred or stopped.