

Section: Health & Safety	Policy #: VPHR-072020-001/VPEDI-072020-001
Policy Title: COVID-19 Mandatory Mask Policy	
Established: July 15, 2020	Revision Date: September 6, 2022
Last Approval Date: May 31, 2022	Approved by: Vice-President, Equity, Diversity & Inclusion

Scope

This policy applies to all members of the University of Windsor community, including students, faculty, staff, contractors, visitors, and guests. All events, including conferences and private rental functions, hosted on University property are subject to this policy.

In the event that this policy conflicts with another policy or legislation, the policy, provision or law which is more restrictive will prevail.

Definitions**Mask:**

A Mask for the purpose of this policy refers to any of the mask types listed in the definitions below. (Non-Medical Mask, Cloth Mask, Face Covering, or Medical Mask)

Non-Medical Mask:

Non-Medical Masks (e.g., those made of cloth or other material not certified by Health Canada as medical grade) are worn for the purpose of source control. When worn correctly, Non-Medical Masks will protect those around the wearer from potential exposure to the wearer's respiratory droplets. Non-Medical Masks (3-ply or 2-ply) are not Personal Protective Equipment (PPE) and are not to be worn in instances where the use of PPE is indicated. Therefore, the University refers to these masks as Community Protective Equipment (CPE). Wearing Non-Medical Masks do not eliminate the need for physical distancing practices, hand hygiene, or proper respiratory etiquette. Non-Medical Masks shall meet the following criteria:

- 3-ply or 2-ply with a disposable filter
- allow for easy breathing
- not contain an exhalation valve
- fit securely to the head (excludes buffs or bandanas)

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

Cloth Mask/Face Coverings:

Cloth Masks and Face Coverings are Non-Medical Masks and are worn for the purpose of source control.

Medical Mask:

Medical masks are a form of Personal Protective Equipment (PPE) and are worn in conjunction with other types of PPE (when indicated) to protect the wearer from exposure to the potentially infectious respiratory droplets of others. When worn correctly, medical masks can also function as a form of source control, protecting those around the wearer from potential exposure to their respiratory droplets. They also protect wearers from the transfer of:

- bodily fluids
- micro-organisms
- particulate material

Medical masks are intended to be worn once before being discarded.

Respirator:

A Respirator, such as the N95 respirator, is a regulated fitted mask that has a filter and seal around the nose and mouth designed to protect the wearer and prevent exposure to airborne particles. These types of masks are considered Personal Protective Equipment (PPE) and are worn in conjunction with other types of PPE (when indicated). Fit testing and training are required for those who need to wear a respirator. **Respirators should be reserved for use by health care workers, first responders and others providing direct care to COVID-19 patients when in limited supply.**

Physical Distancing:

Measures taken to minimize close contact with others in the community by maintaining a two-metre separation from others.

Common Spaces:

An area which is available for use by more than one person and is available for common use by all individuals, or groups such as hallways, lounges, entrances, exits, stairwells, elevators, classrooms, and washrooms.

Shared Spaces:

An area which is shared by more than one person or group but not available to the public such as office space, breakrooms, meeting rooms, research laboratories, teaching laboratories, and equipment rooms.

Designated Eating Areas:

An area provided by the University of Windsor that is designed for the purpose of eating. This includes cafeterias, food courts, lunchrooms, breakrooms, event spaces, and alternate spaces as approved under individual return to campus safety plans.

Policy

Effective June 6, 2022, the University of Windsor will **require** individuals to wear a mask in all indoor spaces where physical distancing of 2 meters can not be maintained. This includes (classrooms, laboratories, meeting rooms, conference rooms, vehicles, lounges, and shared spaces). Wearing a mask while indoors and outdoors where physical distancing cannot be maintained is strongly recommended.

The objective of this policy is to uphold the University of Windsor's commitment to provide a safe and healthy environment for the University community. This policy further supports the Windsor Essex County Health Unit's direction of wearing face coverings indoors and the recommendations by the Chief Medical Officer of Health of Ontario and the Chief Public Health Officer of Canada for individuals to wear face coverings in situations where physical distancing (spatial separation of individuals by at least two metres) is difficult to maintain.

This policy will expire once the public health authorities advise masks are no longer required for public safety. This policy can be extended, revoked, or reinstated at any time by the Vice President, Equity, Diversity and Inclusion based on the guidance and recommendations from the Pandemic Planning Committee and local, provincial, and federal public health authorities.

Procedures

1. All members of the University of Windsor community shall take responsibility for a safe and healthy campus environment. Accordingly, everyone should follow, uphold, and communicate this policy.
2. All individuals are required to wear a mask in all indoor spaces where physical distancing of 2 meters can not be maintained. This includes (classrooms, laboratories, meeting rooms, lounges, and shared spaces). Wearing a mask while indoors and outdoors where physical distancing cannot be maintained is strongly recommended.
3. All individuals must wear a mask in all public settings after they have ended isolation through to day 10.
4. All individuals working in **shared spaces**, those with **face-to-face interactions**, or those **cleaning high touch areas**, are required to wear a medical mask when unable to maintain 2m distancing from others. Eye protection (face shield, safety glasses, goggles or equivalent) is recommended when unable to maintain 2m distancing.
5. No individual shall be required to provide proof of any of the exemptions set out in the exemption section of this policy.
6. Signs at entrances to campus buildings and across campus shall indicate masks are required where physical distancing of 2 meters cannot be maintained.
7. There will be a communication regarding this policy. The communication shall include information on best practices, public health advice, and applicable legislation.
8. All workers will be provided with a mask and [instructions](#) on how to properly wear, care for, and dispose of their mask.
9. Breaches of this Policy may result in disciplinary action. Violations under any current public health order, city bylaw, or provincial legislation are also subject to charges and fines.

Exceptions

Individuals shall be exempt from wearing a mask if:

- The individual is a child under the age of two years; or a child under the age of 5 years either chronologically or developmentally and they refuse to wear a mask and cannot be persuaded to do so by their caregiver.
- The individual is within a private office or shared office space with **approved** physical distancing.
- The Individual is an instructor, lecturer or presenter within a classroom, lecture hall, or meeting space with **approved** physical distancing.
- The individual is seated and eating or drinking within a designated eating area.
- The individual has received approval from Health & Safety under a reviewed and approved Return to Campus Safety Plan.
- The individual is a registered participant in a University of Windsor Summer Camp
- The individual is participating or is a patron attending a University of Windsor sporting event or activity, theatre performance/production, or a recital.

Individuals shall be provided accommodations if:

- Wearing a mask would inhibit the individual's ability to breathe in any way.
- For any other medical reason, the individual cannot safely wear a mask such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information.
- For any religious reason, the individual cannot wear a mask or cannot wear a mask in a manner that would provide proper source control.

Workers who cannot wear a mask shall contact their supervisor or manager, or Human Resources regarding accommodations, alternative protection, and/or adjusted work practices. Students who cannot wear a mask shall contact Student Accessibility Services for accommodations.

Compliance

The University's goal is to achieve compliance with this policy by educating the campus community about the requirements of the University policy, and by providing educational assistance to staff, faculty, students, contractors, and visitors.

Organizers of events, such as conferences, meetings, and other special events that use the campus facilities must advise event participants of this policy and require compliance.

Individuals observed in non-compliance with this policy will be informed of the policy, asked to don the appropriate mask or redirected to another area or out of the building, as appropriate. Repeat violators may be subject to the following:

- Students may be referred to the Office of the Provost for appropriate action.
- Employees may be referred to their supervisor and/or appointing authority for appropriate action.
- Supervisors may contact Human Resources for further guidance.
- Contractors will be referred to their respective employers for appropriate action.

- Visitors will be required to leave the campus if they fail to conform to the policy.

Review Process for Policies

The policy will be initially reviewed by the University's Joint Health and Safety Committees and reviewed every 30 days by Health & Safety until the expiry of the policy. Under the following circumstances the policy may be reviewed before the 30-day term: changes in legislation that affect the policy; a specific incident triggers a review of the policy; there is a request made by senior management to review the policy.

Process for Communicating Policies

The policy will be posted on the Human Resources webpage. Within two weeks of the approval of the policy, Public Affairs and Communications will disseminate the information to the campus through the Daily News and applicable websites as appropriate, and a memo will be sent to the campus community members affected by this policy.

Contact Information

Inquiries regarding the policy should be directed to Health & Safety safety@uwindsor.ca (519) 253-3000; ext. 4521

Resources:

<https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>

<https://www.ontario.ca/page/face-coverings-and-face-masks>

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-how-to-wear-mask.pdf?la=en>

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-safely-use-non-medical-mask-face-covering.html>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

www.uwindsor.ca/coronaviruswww.uwindsor.ca/returntocampus