



## Temporary policy: Face Coverings during COVID-19 Emergency

This Policy has been developed further to the instructions of the Region of York's Medical Officer of Health issued on July 10, 2020 which requires businesses and organizations to develop a policy requiring anyone entering their premises to be wearing a Face Covering.

The Policy applies in any and all enclosed spaces of the Library which are open to the public and where customers interact with one another or staff members. It does not apply to outdoor areas of the Library premises such as the patio.

This policy is in effect as of Friday, July 17, 2020 and will expire when the order from the Province of Ontario and/or the Region of York requiring mandatory wearing of face coverings is rescinded.

For the purpose of this Policy, a "Face Covering" means a non-medical mask or face covering such as a bandana, scarf or cloth (including a hijab and niqab) that covers the mouth and nose. It does not include a clear plastic shield worn loosely over the face, although this may be worn in conjunction with a mask if the person prefers.

Library staff shall use their best efforts to prevent anyone from entering the premises if the person is not wearing a Face Covering. If a person enters the premises without a Face Covering, they shall be advised of this requirement. They shall also be advised to use hand sanitizer before entering the premises, and reminded of the need to maintain a distance of 2 meters (6 feet) from any other person.

If a person refuses to wear a Face Covering and insists on entering the premises, staff are not to physically prevent them from doing so nor take any action other than educating the person on the requirement. However, if the person's behaviour poses a threat to the safety of staff and users, staff may refuse service and issue a verbal Notice of Exclusion from the library.

The following individuals are exempt from the requirement of wearing a Face Covering:

- Children under 5 years of age
- Anyone who cannot wear a Face Covering because of a medical condition
- Anyone who cannot place or remove a Face Covering without assistance
- Anyone who refuses to wear a Face Covering based on any ground in the *Human Rights Code*.

If anyone states that they cannot wear a Face Covering because of any of the above reasons, staff shall accept their explanation and not require them to explain further or require proof.

Approved by the Newmarket Public Library Board Executive July 15, 2020. To be confirmed by Board motion at the September 16, 2020 full Board meeting.

Revision approved: November 18, 2020

If anyone in the premises removes their Face Covering for an extended period, staff shall remind them that the Face Covering should be worn, and if the person refuses, may follow the Exclusion procedure.

Note that Face Coverings may be removed temporarily for the following purposes:

- receiving services that would require temporary removal;
- consuming food or drink;
- for any emergency or medical purpose;
- while actively engaging in an athletic or fitness activity including water-based activities.

Approved by the Newmarket Public Library Board Executive July 15, 2020. To be confirmed by Board motion at the September 16, 2020 full Board meeting.

Revision approved: November 18, 2020