

## 1.0 PURPOSE

As per the Ministry of Education guidance document (Guide to Reopening Ontario's Schools), employees are required to wear a medical mask in all Catholic District School Board of Eastern Ontario buildings and when they are unable to physically distance by a minimum of two (2) meters/six (6 feet) from children or other adults eye protection/face shield must also be worn.

## 2.0 ADMINISTRATIVE PROCEDURE

Currently it is mandatory for all staff to wear a medical mask at all times. In addition, all staff must wear eye protection/face shield when unable to physically distance themselves from others by a minimum of two (2) metres/ six (6 feet).

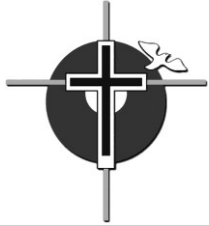
The face shield alone is not a replacement for wearing a mandatory medical mask.

Non-medical masks are not acceptable due to their limitations and level of protection:

- They are not regulated like medical masks and respirators and may not be effective in blocking virus particles that may be transmitted by coughing, sneezing or certain medical procedures.
- They do not provide complete protection from virus particles because of a potential loose fit and the materials used.
- Inconsistencies in the filtration value of respirable particles, fit, and condition of non-medical masks. *Gators, scarves and handkerchiefs are not acceptable.*

### **The following situations are exceptions:**

- Employees with a medical condition that may make them unable to wear a mask will require medical documentation to support this. If this applies to you, please contact the Human Resource Department.
- For staff that cannot wear a face shield, goggles are an appropriate alternative. However, safety glasses are not an appropriate alternative to face shields, as they do not offer adequate protection from respiratory droplets or sprays.
- Employees who work on their own in an enclosed space with no students or other staff, are



permitted to remove their mask and face-shield provided they maintain 2 metres (six feet) physical distance from others.

- During meals and refreshment breaks, employees may remove their mask provided they maintain 2 metres (six feet) physical distance from others. Employees must perform hand hygiene before and after meals.

### **3.0 USE AND CARE OF YOUR MASK AND EYE PROTECTION/FACE SHIELD:**

Each employee will be provided with two disposable medical masks per day. In addition, one face shield will be provided for all staff. Masks should be checked before wearing to ensure they are in good condition. Masks that are torn and/or wet/ soiled must be replaced. Protective eyewear or face shield should not have significant scratches on the lens that can obstruct vision. Advise your supervisor when a replacement is needed.

Eye protection/face-shield can be cleaned after use with warm soapy water, disinfect surface with alcohol or sanitizer, rinse with water and air-dry. Store in a clean dry place.

This procedure is an addition to previous communications regarding preventing the spread of COVID-19. Please continue to practice physical distancing even when wearing a mask and eye protection.

### **4.0 REFERENCES**

4.1 How to put on and take off PPE.

Donning (putting on): <https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on>  
Doffing (taking off): <https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off>

4.2. Ministry of Education – Guide to Reopening Schools

4.3 Public Health Ontario- Approach to reopening schools for the 2020-2021 school year