

ADDENDUM TO ORGANIZATIONAL COVID-19 SAFETY PLAN

DATE: NOVEMBER 20, 2020

1. On November 19, 2020, a new order was issued by the Provincial Health Officer, mandating masks in all workplaces for shared work areas and areas where physical distancing cannot be maintained.
2. This Addendum to the Organizational Plan dated May 20, 2020 was developed to address the new order referenced in 1. This Addendum will be posted on the Organizational website, on the Organizational intranet, and in a public location at every Organizational site.
3. In addition to the procedures laid out in the Organizational plan and the site-specific plans, this Addendum mandates the following at all Organizational sites:
 - a) Wearing of masks is now mandatory in all shared spaces and areas where physical distancing cannot be maintained. For greater certainty, this includes but is not limited to elevators, hallways, copy rooms, kitchens, client counters, break rooms, resource centres, meeting rooms, classrooms, shared workspaces, and common areas.
 - b) Staff are not required to wear a mask if alone in their office but need to wear a mask if they are interacting with others.
 - c) Each site will post a sign on the door and in all shared areas stating that masks are mandatory in the facility and requesting that a mask be worn before entering the site and in all shared areas. Signage is available on the [Organizational intranet](#) for this purpose.
 - d) Staff will inform those entering the site of the need to wear masks and ensure that they follow the policy in 3.a). For greater certainty, this applies not only to employees, volunteers, and contractors, but also to clients and other visitors. A client or other individual can be refused entry or service if they do not wear a mask. Note that people who cannot wear a mask or who cannot put on or remove a mask on their own, including children under the age of 2, are exempt.
 - e) Staff will ensure that when a surgical mask is provided, the recipient is guided through the steps in [How to Use a Mask](#), if required by the recipient.
 - f) Site management will, on an ongoing basis, monitor the supply of surgical masks and purchase replacement supplies as needed from suppliers previously approved by the Facilities Team.