

MANDATORY MASK USE PROCEDURE

Parent Policy Health and Safety Policy

Purpose

The purpose of this procedure is to protect and safeguard the health and well-being of all members of Bow Valley College's community in the context of rapidly evolving information on the most effective measures to mitigate the threat of COVID-19. This procedure sets out the mandatory wearing of masks, covering the mouth, chin, and nose, among all persons within all Bow Valley College campuses and sites.

Scope

This policy applies to all members of the Board, employees, learners, independent contractors, volunteers, and any other individuals associated with Bow Valley College (e.g. vendors, suppliers, and campus visitors). All Bow Valley College Campuses, regardless of location, are governed by this Policy, even if a local masking bylaw is not in effect.

Compliance

Employees, learners, independent contractors, volunteers, and any other individuals associated with Bow Valley College (e.g. vendors, suppliers, and campus visitors) are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, activity, or enrolment at the College. Non-compliance may create risk for the College and will be addressed accordingly through applicable College policies, procedures, and contracts.

Procedures

Procedures provide the steps needed to operationalize policies and processes. Procedures specifically articulate key process controls and identify roles of responsibility where applicable.

1. All College community members share a responsibility to contribute to the safety and well-being of the College community and take appropriate measures to help prevent community spread of COVID-19.
2. All members of the College community must wear a mask while in enclosed public spaces within College facilities, subject to the following stipulations:
 - 2.1. Masks must be worn in all spaces within indoor College facilities, including, but not limited, to the following locations:
 - 2.1.1. Classrooms, lecture theatre, and labs
 - 2.1.2. Library and study spaces
 - 2.1.3. Meeting rooms
 - 2.1.4. Service areas
 - 2.1.5. Food and beverage areas
 - 2.1.6. Hallways, stairwells, elevators, +15, and +30
 - 2.1.7. Washrooms

- 2.1.8. Underground parkade at South Campus
- 2.1.9. Inside all Regional Campus locations
3. Before accessing a College enclosed public space, College community members must put on masks and be familiar with and practise appropriate safe procedures:
(<https://open.alberta.ca/publications/covid-19-information-guidance-for-wearing-non-medical-masks>).
4. In cases where a College community member does not have a mask, and access to College enclosed public spaces is required, a mask may be issued to the College community member to put on, prior to entering an enclosed public space.
 - 4.1. Masks can be obtained by advising Campus Security through the exterior door intercom system.
5. Masks must be worn in a College vehicle when more than one person is in the vehicle at a time and in any personal or rental vehicles when more than one employee is travelling together on College business.
6. Access to College enclosed spaces may be denied in instances where a College community member:
 - 6.1. Refuses to wear a mask, without valid accommodation;
 - 6.2. Does not properly wear a mask such that it covers their nose, mouth, and chin at all times while inside enclosed spaces.
7. Masks may be temporarily removed, for the purpose of:
 - 7.1. Receiving services that require the removal of the mask;
 - 7.2. People engaging in an athletic or fitness activity;
 - 7.3. Consuming food or drink; or
 - 7.4. Emergency or medical purpose.
8. Mask Exceptions for Employees:
 - 8.1. Masks are not required to be worn when employees are working alone in a private office or when working in a private cubicle and are two metres apart.
 - 8.2. Employees instructing or providing services at the front of a classroom are not required to wear a mask while at the front of the classroom if they are able to maintain 6 feet (2 metres) of distance.
 - 8.3. Employees will need to wear a mask if a student approaches the front of the classroom or if they leave the front of the classroom to assist a student.
9. Exclusions:

For an employee to be considered for an accommodation for health conditions or other protected grounds, they must complete a Mask Exception Accommodation Request Form and submit to Human Resources, at HRBP@bowvalleycollege.ca.
10. For a student to be considered for an accommodation, they must contact Learner Success Services.

Definitions

College Community Member: all learners, employees, Elders, independent contractors, suppliers, volunteers, visitors and members of the Board of Governors of the College while they are either on or using College property, participating in College programs and activities in College facilities (added for this specific case) or involved in the business or affairs of the College on College premises.

Enclosed Public Space: Any indoor area that the public is invited or permitted access, either expressly or by implication, in order to receive services or products.

Employee: An individual who is engaged to perform a service at Bow Valley College in accordance with existing terms and condition of employment, employment contracts, or collective agreements.

Independent Contractor: A business, either a sole proprietorships or multi-person company, which provides goods or services to Bow Valley College through a contract.

Learner: An individual who is currently registered at Bow Valley College, or partner academic institutions, to take a course, whether or not for credit. For purposes of the document, “learner” shall be used synonymously for applicants, prospective learners, and learners, unless specifically noted otherwise.

Mask: For the purpose of this procedure, the term “mask” means: a cloth (non-medical) mask, medical mask, or burqa/niqab that securely covers the nose, mouth, and chin, and is in contact with the surrounding face without gaping, and filters respiratory droplets.

Visitor: a person visiting Bow Valley College to meet with an employee, learner, or visit a business on campus.

Volunteer: A person who offers themselves for a service or undertaking to Bow Valley College willingly and without pay.

DATA SHEET

Responsible Officer

The position responsible for the content development, implementation, and operation of these procedures. This officer would be considered responsible for monitoring compliance. Questions regarding this procedure should be addressed to the Responsible Officer.

Relevant Dates

Approved	September 15, 2020
Effective	August 19, 2021
Next Review	2023
Modification History	

Related Policy

Health and Safety Policy

Associated Policy(ies), Procedure(s), and Guideline(s)

Learner Code of Conduct Employee Code of Conduct

Related Legislation

Calgary City COVID-19 Face Covering Bylaw

Attachments

Forms (Optional)

FAQ (Optional)

Matrix (Optional)