

FACE MASK PROTOCOL ON CAMPUS

EFFECTIVE September 15, 2021

Where and when do I have to wear a face mask?

Single Person Office/Studio/ Workstation with barrier(s)	Group Office/ Classroom	Studio Space (multiple users)	Hallways, Common Areas, Washrooms, Elevators	Outdoors
Mask is not required	Mask is required/ mandatory	Mask is required/ mandatory	Mask is required/ mandatory	Mask is not required

Note:

- Wearing face masks is mandatory in all classrooms even if instruction is being delivered at a minimum 2 metre distance from the nearest student.
- Faculty who are conducting on-site video demonstrations (live or pre-recorded) may want to remove their masks for the recording of the video. This would be permissible for the duration of the shoot provided the studio is closed to all other users, and as long as any videographer who may be present maintains a physical distance of 2 metres and wears a face mask.
- All food and beverages must be consumed at physical distancing minimums (2 metres) when masks are not being worn (suggest food be consumed own single office if applicable, main mall, cafeteria, or outside).

Why are face masks mandatory?

There are many areas in our building where it is hard to maintain physical distancing (e.g. hallways under 2m in width, stairways, and elevators). Wearing masks is an effective tool to help prevent the spread of COVID-19 and help keep our community safer from infection; especially when coupled with regular hand washing/hygiene, physical distancing, and staying home when sick.

Exception for a medical condition

In the specific settings where a mask is required, anyone unable to wear a mask due to a medical condition will require a medical exception letter from an authorized health professional. Employees should contact Human Resources and students should contact learning.assistance@auarts.ca

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What kind of face mask do I have to wear?

Homemade cloth masks or non-medical face masks are acceptable. No bandanas, gators, or t-shirts. Canada Health guidelines for non-medical masks can be found [here](#).

What happens if I don't comply?

Community members will be required to wear a mask in order to enter the building. Containing the spread of the virus and the safety of our community is everyone's responsibility. Anyone can and should report non-compliance to Campus Security. Anyone not wearing a mask when in common areas of the building will be asked to put one on. Consequences for non-compliance are as follows:

	Employees	Students
First Offense	Verbal (or Written) counsel and Incident Report <ul style="list-style-type: none"> • Employees will be asked why they have failed to wear a mask • Employees will be reminded of guidelines • Employees will be notified that an incident report will be completed and should a second offense occur the following will take place: <ol style="list-style-type: none"> 1. their supervisor/Chair and HR will be notified 2. disciplinary action may take place 3. access to campus may be revoked 	Verbal (or Written) Warning and Incident Report <ul style="list-style-type: none"> • Students will be asked why they have failed to wear a mask • Students will be reminded of guidelines • Students will be notified that an incident report will be completed and should a second offense occur the Registrar's Office will be notified and access to campus may be revoked
Second Offense	Incident Report and Escalated to Chair/Supervisor and HR <ul style="list-style-type: none"> • Employees will be asked why they have failed to wear a mask • Employees will be reminded of guidelines • Employees will be notified that an incident report will be completed • Chair/Supervisor and HR will be notified • Disciplinary Action – Written/Letter of Reprimand • Loss of Access and timeline will be determined by the HSE team up to and including the remainder of the semester. 	Incident Report and Escalated to Registrar's Office <ul style="list-style-type: none"> • Students will be asked why they have failed to wear a mask • Students will be reminded of guidelines • Students will be notified that an incident report will be completed • Registrar's Office will be notified • Non-Academic Misconduct • Loss of Access and timeline will be determined by the HSE team up to and including the remainder of the semester.

Will the university supply face masks?

The university will supply disposable non-medical face masks to anyone who does not bring their own (available at Security). We recommend that all community members consider using reusable cloth masks to help reduce waste.