

FACE MASK PROTOCOL ON CAMPUS

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

	When and Where Face Masks are Required				
AUArts Re-entry Protocol*	Single Person Office	Group Office	Studio Space (multiple users or single user)	Hallways, Common Areas, Washrooms, Elevators	Outdoors
Phase 1	Mask is recommended	Mask is required	Mask is required	Mask is required	Mask is required when physical distancing cannot be maintained, recommended at all other times
Phase 2	Mask is recommended	Mask is required	Mask is required	Mask is required	Mask is required when physical distancing cannot be maintained, recommended at all other times
Phase 3	Mask is recommended	Mask is required	Mask is required	Mask is required	Mask is required when physical distancing cannot be maintained, recommended at all other times
Phase 4	Mask is not required	Mask is not required	Mask is not required	Mask is not required	Mask is not required

* To verify current campus re-entry phase, please access the AUArts Safe App

Note:

- 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 even in Phase 2 or 3, as long as the studio was closed to all other users, and as long as any videographer who may be present maintains a physical distance of 2 meters and wears a mask.
- All food and beverages must be consumed at physical distancing minimums when masks are not being worn (suggest food be consumed own single office if applicable, main mall, cafeteria, or outside).

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Why are face masks mandatory?

The Government of Alberta AHS recommends the use of masks in public places where it is difficult to maintain physical distancing. As of August 1, 2020, the City of Calgary enforced a municipal bylaw requiring masks in all public places.

Wearing masks is a 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.

There are many areas in our building where it is hard to maintain physical distancing protocols (e.g. hallways under 2m in width, stairways, and elevators). Mandatory masks also ensure that all community members are safe despite when muscle memory of “normal” behaviour and physical distancing protocols lapse.

What kind of face mask do I have to wear?

Homemade cloth masks or non-medical face masks are acceptable. No bandanas, or t-shirts. As per Canada Health guidelines masks should:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

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 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:

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	Employees	Students
First Offense	<p>Verbal (or Written) counsel and Incident Report</p> <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 	<p>Verbal (or Written) Warning and Incident Report</p> <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	<p>Incident Report and Escalated to Chair/Supervisor and HR</p> <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. 	<p>Incident Report and Escalated to Registrar's Office</p> <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 all employees who do not bring their own (available at security). We recommend that all community members consider using reusable cloth masks to help reduce waste. Health Canada has a great resource for ways to make your own.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/sew-no-sew-instructions-non-medical-masks-face-coverings.html>