



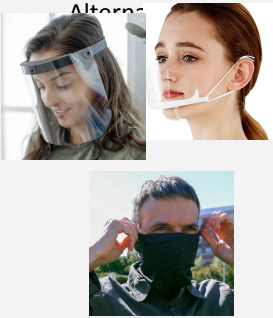


**Masks or face coverings are optional** in all City workplaces and vehicles, except when a hazard assessment for a work area or task identifies the need. All employees are expected to create a respectful and supportive environment by demonstrating understanding, awareness and empathy for others' choices.

## COVID-19 & RESPIRATORY ILLNESS -- FACE MASK QUICK REFERENCE GUIDE

This document will provide guidance for employees who are required to or optionally choose to wear a face covering / mask to help prevent the transmission of COVID-19 and other respiratory illnesses in the workplace. This reference guide will help you understand the different types of masks, what they are used for, and how and when to use them. Face masks are not to be used as an alternative to staying home when sick. Employees are to stay home and contact their supervisor if feeling unwell.

COVID-19 & Respiratory Illness Mask Selection Guide			
Mask type	Description	Specifications	Examples of when to use
<p>Non-Medical Mask</p> 	<p>Acts as a barrier device only to catch pathogens (i.e. viruses, bacteria) shed from the wearer's mouth and nose. These masks are subject to testing and design standards.</p>	<ul style="list-style-type: none"> <li>Requires accompanying hygiene, donning/doffing and disposal practices</li> <li>Facial hair, in most cases will not interfere with use and these may be worn by persons having facial hair</li> <li>Masks with exhalation valves cannot be used as they may allow infectious droplets or aerosols to leave the mask</li> <li><a href="#">Alberta Health</a> and <a href="#">Health Canada</a> recommend non-medical masks be made of three layers.</li> </ul>	<p>When a hazard assessment identifies a high-risk of COVID-19 or respiratory illness transmission, or</p> <p>As per our <a href="#">COVID-19 - Stay home if you are unwell</a>, if you've tested positive for COVID-19, are fully-vaccinated and you return to work after 5 days of sick leave a mask must be worn from Day 6-10.</p>
<p>KN95 Filtering Facepiece</p> 	<p>May only be used as a barrier device to catch pathogens (i.e. viruses, bacteria) shed from the wearer's mouth and nose. May protect the wearer from airborne particle hazards by filtering particles from the air.</p> <p>These masks are <u>not</u> NIOSH approved and cannot be used for workplace chemical hazards.</p>	<ul style="list-style-type: none"> <li>Can only be used for COVID-19 transmission prevention, and is not to be used as an alternative to N95's for other airborne hazards.</li> <li>Requires health screening before use</li> <li>Requires accompanying hygiene, donning/doffing and disposal practices</li> <li>Facial hair will affect filtering efficiency of the facepiece</li> <li>Masks with exhalation valves cannot be used as they may allow infectious droplets or aerosols to leave the mask</li> </ul>	<p>When a hazard assessment identifies a high-risk of COVID-19 or respiratory illness transmission, or</p> <p>As per our <a href="#">COVID-19 - Stay home if you are unwell</a>, if you've tested positive for COVID-19, are fully-vaccinated and you return to work after 5 days of sick leave a mask must be worn from Day 6-10.</p>

<p>Cloth Face Covering</p> 	<p>Typically sewn or assembled from fabric and used to entrap and contain respiratory droplets and aerosols expelled from the wearer.</p>	<ul style="list-style-type: none"> <li>• Risks, limitations and quality vary widely due to no testing or design standards</li> <li>• Cloth face coverings should not be worn in place of non-medical face masks issued as a control associated with the hazard assessment</li> <li>• Facial hair, in most cases will not interfere with use and these may be worn by persons having facial hair</li> <li>• <a href="#">Alberta Health</a> and <a href="#">Health Canada</a> recommend cloth face coverings be made of three layers with one of the layers being of filtering materials.</li> </ul>	<p>As per our <a href="#">COVID-19 - Stay home if you are unwell</a>, if you've tested positive for COVID-19, are fully-vaccinated and you return to work after 5 days of sick leave a mask must be worn from Day 6-10.</p>
<p>N95 Filtering Respirator</p> 	<p>Protects the wearer from airborne particle hazards by filtering particles from the air. These respirators are intended to seal tightly to the wearer's face and are subject to testing and design standards.</p>	<ul style="list-style-type: none"> <li>• Requires fit testing and health screening before use</li> <li>• Requires accompanying hygiene, donning/doffing and disposal practices</li> <li>• Facial hair will interfere with respirator seal, and wearers must be clean shaven to wear N95 masks</li> <li>• Masks with exhalation valves cannot be used as they may allow infectious droplets or aerosols to leave the mask</li> <li>• NIOSH Approved</li> </ul>	<p>Related to COVID-19 and other respiratory illnesses, N95 respirators should be used for high-risk &amp; close contact situations identified through a COE hazard assessment. They are helpful particularly when there is a risk of exposure to biological aerosols.</p> <p>N95 respirators are most commonly used for workplace particulate respiratory hazards such as dust and silica.</p>
<p>Unacceptable Alternatives</p> 	<p>Face shields, mouth shields, bandanas, neck gaiters (neck warmers) and scarves are not recommended face coverings because they do not fit securely, are not multiple layers and can be difficult to remove without contaminating yourself.</p>	<ul style="list-style-type: none"> <li>• Face and mouth shields do not provide adequate protection from the sides and the underside.</li> <li>• All of these these devices are not considered an acceptable alternative to non-medical mask or face covering</li> </ul>	<p>These are not acceptable forms of face coverings in City of Edmonton workplaces. For the control of COVID-19 or other respiratory illness, use other types of acceptable non-medical mask, face covering or filtering respirators.</p>

## Mask Safety & Fitting

Please follow guidance from the Government of Alberta on [How to use a mask](#) to ensure safe and effective use of face coverings, when required or used in the workplace. The following is a list of precautions to protect yourself and others when using face coverings:

- Wash your hands immediately before putting on a face covering and immediately after taking it off (in addition to practicing good hand hygiene while wearing it);
- Ensure it fits well over the nose and chin, and provides minor gaping;
- Change a cloth mask as soon as it gets damp or soiled; and
- When removing the mask, avoid touching your eyes, nose and mouth and try to remove the mask by only touching the straps.