

Face Covering Policy

All persons entering the North Bay Public Library (NBPL) are required to wear a face covering² that **covers the nose, mouth and chin**.

All staff who interact with the public or enter public spaces within the NBPL must also wear a face covering. Additionally, all staff working within the NBPL who cannot maintain two metres (six feet) from other staff members must also wear a face covering. Staff within or performing duties behind, a physical barrier (e.g. plexiglass barrier) are not required to wear a face covering; however, staff must wear a face covering in a situation where physical distancing cannot be maintained with other staff within or behind a physical barrier.

The face covering must be worn at all times unless it is reasonably required to temporarily remove the face covering for services provided by the NBPL.

Best efforts³ shall be made to only allow entry to persons wearing a face covering.

The NBPL's policy for the mandatory use of a face covering within the business, organization or service, including transportation will be implemented in "good faith" and will be used as a means to educate people on face covering use within our premises.

Additionally, the NBPL will:

1. To the fullest extent possible, ensure effective measures are in place to maintain physical distancing amongst all persons who enter the premises.
2. Promote excellent hygiene practices including hand hygiene, and cough and sneeze etiquette.
3. Ensure the availability of alcohol-based hand sanitizer (with minimum alcohol concentration of 60%) at all entrances and exits for everyone's use when entering or exiting the premises.
4. Post clearly visible signage at every public entrance to the premises indicating that all persons entering or remaining in these premises must wear a face covering that securely covers the nose, mouth and chin.
5. Ensure that all staff are aware of the policy and trained on NBPL's expectations and implementation.
6. Provide a verbal reminder to any person entering the premises without a face covering that they should be wearing a face covering. Masks will be available for those who do not have one. If entry is not permitted, curbside service and outdoor wifi access will be offered as alternatives.
7. Require, for persons in an enclosed public space removing their face covering for extended periods of time, a verbal reminder of the requirement to wear a face covering under these instructions.
8. Be able to provide a copy of the policy upon request to a public health inspector or other person authorized to enforce the provisions of the Emergency Management and Civil Protection Act (EMCPA).

Additionally, the NBPL will train staff on this policy including how to respond to different situations that could occur, such as:

- How to respond to a person who enters the premises and advises staff that they don't have a face covering,
- How to respond to a person who is exempt from wearing a face covering,
- What to do if a person is requesting additional information about our policy,

- How to respond to an aggressive person,
- How to respond if a person is requesting information about the evidence of face covering use,
- How to respond to a person who is asking about who is responsible to enforce this policy

At all times, staff can refer patrons to a member of management for clarification.

¹ **Enclosed public spaces** are indoor spaces of businesses, organizations and services which are accessed by the public, including transportation.

Under this mandate, Enclosed Public Spaces include, but are not limited to:

- libraries, museums, art galleries, recreational facilities, bingo halls, community centres and halls, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;

The Enclosed Public Spaces NOT included:

- Indoor areas of a business, organizations, or services that are not designated for public access – if staff members can maintain physical distance of two metres from one another; and

² A **face covering** is a cloth face covering, or other face covering with preferably two layers of material that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping in order to contain coughs, sneezes and respiratory spit and spray of the person wearing the face covering. Face coverings such as a bandana, scarf, cloth, niqab or burka are not designed to filter air and do not have a number of layers; however they are a better alternative if a face covering is not available. (Where possible, a cloth mask should be worn underneath a head covering to ensure best fit against the face.) Face shields can also be used in situations when a person is unable to use any other type of face covering. Face shields are not acceptable forms of a face covering for the purpose of these instructions.

³ **Best efforts** when restricting entry to persons not wear a face covering are defined as follows:

- Where a business, organization or service has a staff member restricting occupancy into the premises, a verbal reminder that they should be wearing a face covering as a result of these instructions shall be given to any person entering the premises without one. Masks will be available for those who do not have one. If entry is not permitted, curbside service and outdoor wifi access will be offered as alternatives.
- For persons seen removing their face covering for extended periods of time, a verbal reminder to that person of the requirement to wear face coverings under these instructions.