

## TRIUMF Mask/Face Covering Practice Guidelines

Wearing a mask/face covering is a complementary measure to physical distancing and good hand hygiene practice, which together are effective in combatting the spread of the COVID-19 virus. There is increasing recognition from infectious disease experts that wearing a mask/face covering can help minimize the risk of airborne transmission of the COVID-19 virus.

As of August 4, masks/face coverings will be mandatory indoors for all staff, visitors, contractors, and other personnel. The policy is applicable to common areas, shared spaces, and anywhere individuals can congregate. Examples of such spaces are hallways, corridors, multi-stall washrooms, photocopier areas, offices with multiple workstations or cubicles, etc.

A mask/face covering is not required in a personal space, such as an individual office, or outdoors. However, if a second person enters an individual office, then both occupants need to wear a mask/face covering. Similarly, even in a shared space where occupants are able to maintain a two-metre distance, masks/face coverings are still deemed mandatory for everyone due to the potential of airborne transmission of the COVID-19 virus.

The only other exception is eating and drinking, when masks/face coverings do not need to be worn in a common space such as a lunchroom. However, appropriate hygiene and physical distancing measures must be maintained between tables and occupants. Lunch and breaks should be scheduled to avoid overcrowding (e.g., lunch between 11 am and 2 pm) and alleviate pressure on available seating. We are currently working to provide outdoor seating and will post further information once available. For those who would prefer to eat and drink at their desks, masks/face covering can be temporarily removed while taking a food or drink break but then must be worn again afterwards.

The mask/face covering should cover your nose, mouth, and chin, without gapping. Examples of face coverings include bandanas, cloth tubes, or face shields. **(Please see attached illustrations).** A supply of single-use masks will be made available from reception, Stores, and Occupational Health and Safety for those who do not have a mask/face covering with them.

These new mask/face covering guidelines are being implemented in anticipation of increased site occupancy, and they are informed by the mounting scientific evidence on the effectiveness of masks and face coverings in reducing the transmission of COVID-19.

It is important to differentiate masks/face coverings from personal protective equipment (PPE). Masks/face coverings serve – along with handwashing, sanitizing, and physical distancing – as an additional layer of protection in our community's defense-in-depth against the coronavirus. In the event that someone at the lab is unknowingly infected with the coronavirus (whether that person is asymptomatic or presymptomatic), the mask/face covering helps protect others at the lab. PPE (including N95 masks) is reserved for staff during tasks that necessitate such equipment and also in situations where it is difficult or impossible to maintain a safe two metre distance.

Occupancy in workstation and cubicle areas (predominantly occupied by students and postdocs) needs to be scheduled in a staggered way (e.g., alternating days, mornings or afternoons) to allow access to all occupants while maintaining appropriate distancing. Occupancy limits are posted on access doors to each area. It is advised that individuals sharing space make arrangements that consider everyone's requirements in advance. The auditorium and some large meeting rooms will be reconfigured to provide additional space for shared offices. These will also be numbered and bookable online but reservable as overflow for adjacent groups (e.g., the auditorium for occupants of MOB only). Spaces will be reserved in the same manner as booking a meeting room in Outlook.

A list of bookable spaces will be provided shortly as IT implements the booking system.

Should an individual be unable to wear a mask/face covering due to health concerns or other reasons, then alternate arrangements should be made in conjunction with Human Resources. Please contact Occupational Health and Safety for any questions relating to PPE. For more information on effective masks/face coverings, please consult TRIUMF's Facial Cloth Mask Guidelines (Document-182731).

We hope and expect you will all continue to play your part in helping to keep everyone at TRIUMF safe.

## FREQUENTLY ASKED QUESTIONS

### Should I be wearing a mask/face covering at TRIUMF?

1. I am in sustained contact with a colleague at a distance of less than two metres: **PPE is required.**
2. I am in a common area or shared space (e.g., hallway, washroom, shared office, badge room): **Yes.**
3. I am in a personal space alone: **No.**
4. I am in a personal space, but someone visits me in my office: **Yes.**
5. I am outdoors and can maintain a two-metre distance between myself and colleagues: **No.**
6. I am outdoors and *CANNOT* maintain a two-metre distance between myself and colleagues: **Yes.**
7. I am eating in a lunch area where a two-metre distance can be maintained: **No.**
8. I am eating lunch at my desk, which is more than two meters away from others: **No**, but mask must be worn again immediately after eating and drinking.

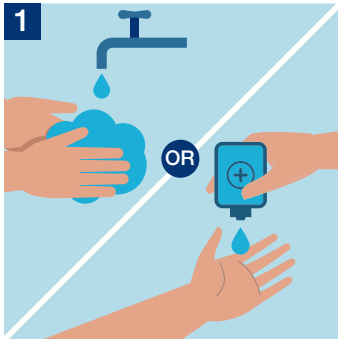


# Coronavirus COVID-19

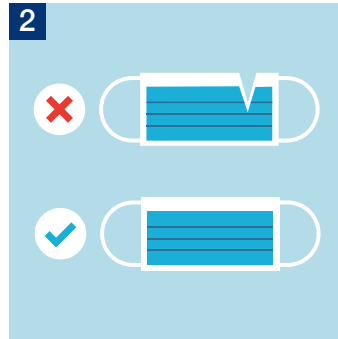
BC Centre for Disease Control | BC Ministry of Health



## How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



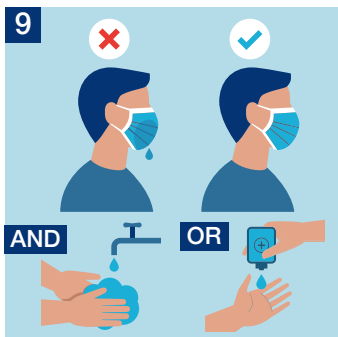
6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

### Removing the Mask



1 Perform hand hygiene.



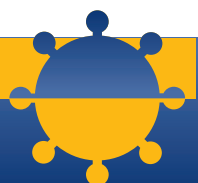
2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3 Discard the mask in a waste container.



4 Perform hand hygiene.



# HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

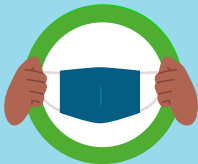
## DO'S



**DO** wear a non-medical mask or face covering to protect others.



**DO** ensure the mask is made of at least two layers of tightly woven fabric.



**DO** inspect the mask for tears or holes.



**DO** ensure the mask or face covering is clean and dry.



**DO** wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



**DO** use the ear loops or ties to put on and remove the mask.



**DO** ensure your nose and mouth are fully covered.



**DO** replace and launder your mask whenever it becomes damp or dirty.



**DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.



**DO** store reusable masks in a clean paper bag until you wear it again.



**DO** discard masks that cannot be washed in a plastic-lined garbage bin after use.

## DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

### NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

## DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

## DON'TS



**DON'T** reuse masks that are moist, dirty or damaged.



**DON'T** wear a loose mask.



**DON'T** touch the mask while wearing it.



**DON'T** remove the mask to talk to someone.



**DON'T** hang the mask from your neck or ears.



**DON'T** share your mask.



**DON'T** leave your used mask within the reach of others.

**REMEMBER**, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.

