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SAMPLE WORKPLACE MASK POLICY

The health and safety of employees is our highest priority. All employees are now required to wear a mask or cloth face-covering that covers his or her mouth and nose at all times* while in the workplace. These will be issued to employees on [x/x/xx]. Depending on the risk status of your role, you will be offered either a N95 respirator mask or a simple cloth face-covering.

When you receive your mask, we'll also provide instructions on how to wear, clean and dispose of it. Should you require a replacement mask, or if you believe the risk status of your role has been categorized incorrectly, please contact [email].

Due to the current short supply of cotton masks, we encourage all employees who require a simple cloth face-covering to follow CDC guidance on creating your own cloth face-covering. For details on reimbursement for material costs, contact [email].

***Please note the following exceptions:**

- Employees whose health or safety is put at risk by wearing a mask or cloth face-covering are not required to do so. If this applies to you, please contact HR [email].
- Employees who work on their own in an enclosed space (e.g., their own office) are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering at all other times.
- Employees who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the mask when they are done.

Please note: this policy is an addition to our previous communications regarding preventing the spread of COVID-19. All company advice on remote work and social distancing remain in place. Please continue to practice social distancing even when wearing a mask.

Thank you.

