



# Directive: Masks in CAFN workspaces

Issued by the COVID Coordinating Committee

Effective Date: 2020-12-23 (revised March 29, 2021)

## 1.0 Background

Champagne and Aishihik First Nations (CAFN) issued a directive on November 23, 2020 that masks were mandatory at all CAFN worksites. Further to this, Government of Yukon issued an order requiring non-medical masks to worn in indoor public spaces throughout Yukon under the Civil Emergency Measures Act (CEMA), effective December 1, 2020.

This Directive implements the requirement in the CEMA Order for the wearing of non-medical masks by CAFN employees in indoor public spaces that are CAFN workplaces. In addition, this Directive sets out the requirements for mandatory wearing of non-medical masks by CAFN employees in indoor common areas of all CAFN workplaces that are not public spaces.

## 2.0 When and Where to Wear a Non-Medical Mask

### 2.1 Public Spaces

Employees must wear non-medical masks in all indoor public spaces of CAFN's workplaces and other indoor public spaces during the course of their work, regardless of the ability to maintain a distance of 2 metres (six feet) from others.

### 2.2 Non-public Workplaces

Employees must wear non-medical masks in indoor CAFN workplaces that are not public spaces, when in the common areas of such indoor workplaces. For greater clarity, common areas include but are not limited to:

- a. bathrooms;
- b. hallways;
- c. kitchen and break areas;
- d. elevators;
- e. staircases;
- f. printer, photocopier and office supplies areas;
- g. meeting/board rooms; and
- h. spaces immediately outside of meeting rooms.

Employees must wear non-medical masks in vehicles used in the course of employment if there is more than one person in the vehicle. Employees may remove their non-medical masks in non-public indoor workplaces in the following situations:

- a. when alone in an employee's office or workstation, as long as there is a distance of 2 metres (six feet) from another employee or a barrier exists between the employee and other employees;
- b. when eating or drinking at one's workstation; and
- c. when an employee's workstation is situated in an area that is part of a common area, provided adequate distancing, plexiglass or other appropriate health and safety measures are in place.

## 2.3 Public

Members of the public must wear non-medical masks:

- a. when they are in indoor public CAFN workplaces in accordance with the CEMA Order; and
- b. when they are in common areas of indoor CAFN workplaces that are not public spaces, in accordance with 2.2 of this Directive. For greater clarity, this requirement applies to CAFN contractors as well.

## 2.4 Exemptions

An employee who has a condition that prevents them from wearing a mask may be exempted from the requirement to wear a non-medical mask in the workplace if a medical note is provided confirming that a medical condition prevents the employee from wearing a mask. Other exemptions included in the CEMA Order will be considered if applicable to an employee or their workplace.

## 3.0 Provision of Non-Medical Masks

Employees are encouraged to wear their own reusable non-medical mask. If an employee does not have a reusable or disposable non-medical mask available, the Employer will provide one.

### 3.1 Personal Protective Equipment (PPE)

PPE such as surgical-type masks, medical-type gloves or N95 masks must be used on the basis of risk exposure for specific work tasks and in compliance with the recommendations of the CMOH or Yukon Communicable Disease Control (YCDC). Staff in community wellness who work in home care, busing and transporting citizens will continue to use and wear Level 2 during all of their work activities, when masks are available. Other CAFN staff will use a Level 2 mask when entering Elders' homes, when available.

Employees must continue to use the PPE required for their work and position by occupational health and safety legislation, safety standards, departmental policy and as advised by YCDC or the CMOH.

## 5.0 Enforcement

Wearing a non-medical mask as outlined in this Directive is a mandatory requirement. While it is recognized that there will be an adjustment period, and steps will be taken to support the education of employees and the overall change, the requirements of this Directive are an important health and safety measure to assist in mitigating the spread of COVID-19. Refusal by an employee to wear a mask for reasons other than those outlined in section 2.4, may lead to disciplinary action.

## 6.0 Employee Responsibilities

Employees must:

- familiarize themselves with and take the time to understand their responsibilities in the CEMA order and this Directive;

- familiarize themselves with the use of non-medical masks in accordance with the instructions and resources provided by the Employer; and
- discuss any medical reasons for not being able to wear a mask with their supervisor.

## 7.0 Supervisor Responsibilities

Supervisors must:

- inform their employees about the requirement to wear non-medical masks in the workplace;
- provide information to employees on how to wear non-medical masks;
- ensure masks are available for any employee that either does not have one, or has forgotten theirs;
- actively encourage a workplace culture of wearing non-medical masks in accordance with this Directive;
- enforce the requirement to wear a non-medical mask in the workplace as outlined in this Directive; and
- ensure appropriate signage is posted in the workplace to provide clear direction to employees and the public about the requirement to wear a non-medical mask.

## 8.0 Safe Six

A non-medical mask is not a replacement for physical distancing, staying home when sick or handwashing. The requirement to wear a non-medical mask and this Directive should in no way reduce employees' adherence to the Safe Six.

## 9.0 Resources

### About single use face masks

Single use face masks, also referred to as surgical masks, provide a protective barrier that prevent the spread of larger droplets from the wearer to others, as well as protect the wearer from inhaling larger droplets, and from fluid splashes or high velocity streams of bodily fluids.

Single use face masks are rated as Level 1, Level 2 or Level 3 according to the degree of barrier protection provided. CAFN recommends using Level 2, when available, especially when working directly with Elders or entering high-risk homes.

### Reuse of Masks

As of December 1, 2020, it is acceptable to reuse single use face masks in our day-to-day work. This means using one mask for the day. Having a paper bag to place in it will allow a proper place to store it when not in use. This applies surgical masks and cloth (homemade) masks.

The following link on Yukon.ca is for a video on how put on, take off and clean your mask  
[https://youtu.be/9Tv2BVN\\_WTk](https://youtu.be/9Tv2BVN_WTk)

Procedure to remove for reuse:

1. Hand sanitize
2. Remove from your face by ribbons and place in bag
3. Hand sanitize

Procedure to reuse:

1. Hand sanitize
2. Remove from bag by ribbons and position on your face
3. Hand sanitize

**Remember if you touch the mask when wearing it, you should hand sanitize right away.**

Masks will be made available at the front sign-in area of all CAFN buildings. This is for employees and for any authorized visitors should they not have their own.

Information on: [How to clean your homemade mask or face covering](#)

1. Wash it according to the directions of the original material; warmer water is better.
2. Dry it completely, if possible, in a dryer and on a warm or hot setting.
3. In order to minimize the spread of germs and particles, do not shake dirty masks.