

1.0 **PURPOSE**

To establish additional control measures for the Health and Safety of our employees and the sustainability and continuity of the business during the COVID-19 pandemic.

2.0 **SCOPE**

This Policy applies to all Silent-Aire locations, employees, contractors, visitors, suppliers conducting work on Silent-Aire premises, work-sites and on any worksites where our employees are conducting business on behalf of Silent-Aire.

3.0 **RECORDS**

This document will be stored and maintained by the Quality Assurance/Control department.

4.0 **POLICY**

Silent-Aire will be implementing a temporary policy that requires all employees, contractors, visitors, suppliers to wear cloth face coverings while at the work site, unless specified by senior management, as a protective measure in addition to pre-screening, social distancing and other control measures implemented during the COVID-19 pandemic. All face covering shall cover the nose and mouth when worn.

5.0 **GENERAL REQUIREMENTS**

A cloth face covering may reduce the amount of large respiratory droplets that someone spreads when talking, sneezing, or coughing preventing people who do not know they have the virus that causes COVID-19 from spreading to others. Cloth face coverings are intended to protect other people—not the wearer.

It is important to note that a cloth face covering is not considered personal protective equipment, they are not appropriate substitutes for personal protective equipment such as respirators in workplaces where respirators are required to be worn example; welding or painting.

While wearing cloth face coverings is a measure intended to reduce the spread of COVID-19, wearing a single cloth face covering for the full duration of a work shift (e.g., eight or more hours) in a manufacturing facility may not be practical if the face covering becomes wet, soiled, or otherwise visibly contaminated during the shift. In these situations, Silent-Aire will provide readily available clean cloth face coverings (or disposable facemask options) for workers to use when the coverings become wet, soiled, or otherwise visibly contaminated at work.

6.0 **APPROPRIATE TYPES OF FACE COVERINGS**

Face coverings shall meet local regulatory guidelines set by the Public Health Agency of Canada or Centres of Disease Control and Prevention. Considerations shall include;

- 6.1 Fit snugly but comfortably against the side of the face, covering your mouth, nose, and chin.

- 6.2 Be secured with ear loops.
- 6.3 Include multiple layers of fabric.
- 6.4 Allow for breathing without restriction.
- 6.5 Be able to be laundered and machine dried without damage or change to shape or otherwise disposed of when used
- 6.6 Shall not pose a safety risk to the user.

7.0 **EXEMPTIONS**

Accommodations will be determined on a case-by-case basis with department of Health and Safety and Human Resources. Employees may be required to provide documentation to substantiate their need for an exception or accommodation.

Specific working conditions – A cloth face covering is not required when;

- 7.1 In a workspace, office, or single occupancy vehicle where other employees, contactors, visitors do not regularly visit, and physical distancing can be maintained.
- 7.2 Conducting tasks which require the wearing of more comprehensive Personal Protective Equipment (PPE) and cannot be performed while wearing a cloth face covering.
- 7.3 Operational needs dictate otherwise, including when wearing a face covering would be impractical or unsafe and would create a safety risk to the worker.
- 7.4 Eating and drinking during break periods.
- 7.5 A medical professional has advised that wearing a face covering may pose a health risk to the person wearing the covering or impair their breathing;
- 7.6 The person is physically unable to put on or remove the face covering without assistance.
- 7.7 The person is deaf or hard of hearing and uses facial and mouth movements as part of communication.

8.0 **ENFORCEMENT**

Any Silent-Aire employee found in violation of this policy may be subject to disciplinary action.