



## Draft Revision

### Temporary policy: Face Coverings during COVID-19 Emergency

As per Ontario and York Region Public Health guidelines, all staff, visitors, and customers are required to wear a mask or face covering upon entering and remaining within Newmarket Public Library.

The Policy applies in any and all enclosed spaces of the Library which are open to the public and where customers interact with one another or staff members. It does not apply to outdoor areas of the Library premises such as the patio.

For the purpose of this Policy, a “Face Covering” means a non-medical mask or face covering such as a bandana, scarf or cloth (including a hijab and niqab) that covers the mouth and nose. It does not include a clear plastic shield worn loosely over the face, although this may be worn in conjunction with a mask if the person prefers.

Library staff shall use their best efforts to prevent anyone from entering the premises if the person is not wearing a Face Covering. If a person enters the premises without a Face Covering, they shall be advised of this requirement. They shall also be advised to use hand sanitizer before entering the premises, and reminded of the need to maintain a distance of 2 meters (6 feet) from any other person.

If a person refuses to wear a Face Covering and insists on entering the premises, staff are not to physically prevent them from doing so nor take any action other than educating the person on the requirement. However, if the person’s behaviour poses a threat to the safety of staff and users, staff may refuse service and issue a verbal Notice of Exclusion from the library.

If anyone states that they cannot wear a Face Covering due to an exemption recognized by York Region Public Health, staff shall accept their explanation and not require them to explain further or require proof.

If anyone in the premises removes their Face Covering for an extended period, staff shall remind them that the Face Covering should be worn, and if the person refuses, may follow the Exclusion procedure.

This policy has been revised in compliance with the amended order O. Reg 364/20.

Approved by the Newmarket Public Library Board Executive July 15, 2020. To be confirmed by Board motion at the September 16, 2020 full Board meeting.

Revision approved: November 18, 2020