



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic



Mandatory Face Coverings – City Facilities

Introduction:

On July 31, 2020, the City of Fort Saskatchewan COVID Task Force reviewed and approved a plan for the mandatory wearing of face coverings in City facilities, as outlined in the following plan, consisting of three parts:

- Part 1: City of Fort Saskatchewan Mandatory Face Coverings – City Facilities
- Appendix A: General principles to reopening services in Alberta
- Appendix B: COVID-19 Symptoms, Screening Protocols and Infection Response

Restrictions on Operations

While Alberta's Chief Medical Officer of Health (CMOH) may issue Public Health Orders to protect Albertans from serious consequences of disease, such as COVID-19, the CMOH has yet to mandate mandatory face coverings while in public, but strongly recommends doing so.

The City of Fort Saskatchewan has previously taken proactive measures to protect the health and well-being of individuals while at or in City facilities. This plan, making the wearing of face coverings mandatory, is yet another proactive measure.

Reopening Plan Updates and Communications Procedures

- This plan affects staff, patrons and visitors of City facilities.
- Notification mediums will include; local media, the City's website and social media platforms, and signage posted at City facilities where mandatory face coverings are required. The City website will include a list of frequently asked questions.
- City departments may forward anticipated frequently asked questions and answers to the Emergency Coordination Centre (ECC) or Corporate Communications.

Part 1: Mandatory Face Coverings – City Facilities Plan

Date Submitted: 2020Jul27
Date Revised: 2020Jul30
Date Approved: 2020Jul31
Date Revised: 2020Aug04 (Incorporating Council Bylaw Debate details)
Implementation: 2020Aug10

Situation

The Task Force supports the adoption of mandatory facial coverings for City owned Facilities.



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Current Face Covering Status

Following the onset of COVID-19, the City purchased and distributed a variety of face coverings to city staff for use when work conditions did not enable them to maintain 2m physical distancing. Masks for the public were not mandated by the City.

In July 2020, several Canadian cities and the Province of Quebec mandated or considered mandating face coverings. Both the City of Edmonton and City of Calgary are targeting August 1st, Mandatory Face Covering Bylaws.

On August 4, 2020, City of Fort Saskatchewan Council deliberated a Temporary Mandatory Face Covering Bylaw C29-20, and determined the City Manager may enact the Bylaw when Alberta Health Services reports the number of active COVID-19 cases within the City (Fort Saskatchewan) reaches 10 or more. Council also voiced support for the City Administrative Plan requiring face coverings in City owned buildings and transit vehicles/transit shelters.

Current Priorities

The City shall continue to:

- Work to ensure the safety of individuals in all City facilities, and
- Deliver essential services.

Timeframe to Operationalize

Approval in principle by COVID-19 Task Force:	July 30, 2020
Council Bylaw debate:	August 4, 2020
Corporate Messaging / Public Education	August 4 to 7, 2020
Implementation Date	August 10, 2020

Preparation Steps

1. Develop messaging – July 27 to July 30
2. Design and order signs – July 28 to August 7, 2020
 - a. Corporate Communications supplied standardized sign artwork.
 - b. ECC review signs and provide PO number
3. Review and edit existing plans and internal training aids
4. General Managers and Directors will ensure affected staff review this plan in its entirety.

Mandatory Facial Covering Requirement

- 1) A person must wear a face covering while in a:
 - a) City owned public premises;
 - b) City owned public washroom; and/or
 - c) Fort Sask Transit vehicle and shelters.



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Definitions

- 1) “City” means the City of Fort Saskatchewan
- 2) “City operated public premises” means all or any part of a City operated building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation and includes:
 - i) City cultural and recreation centres;
 - ii) City Hall;
 - iii) Fort Heritage Precinct Museum Buildings, and for participants of a guided tour of the Precinct, the grounds covered during the tour;
- 3) “City owned public washroom” means a City washroom facility, but does not include a temporary or portable single stall toilet.
- 4) “Face covering” means
 - a) a commercially produced procedural or medical mask with ear loops or ties
 - b) a commercially produced and NIOSH approved respirator or equivalent standard approved by the Government of Alberta (e.g., N-95, N-99, P-100, etc.), but excludes a mask with an exhalation valve that does not prevent the exhalation of droplets.
 - c) a mask or other face covering of two or more layers of tightly woven fabric (four being ideal), that covers the mouth, nose and chin of the person wearing it to limit the transmission of respiratory droplets;
- 5) “Operator” means a person responsible for the day to day operations of a public premises or Fort Sask Transit vehicle;
- 6) “Patron” means a member of the public who is present for personal reasons such as use of facilities (recreation, library, park, public transportation, etc...), to access a City service, or as a meeting point.
- 7) “Fort Sask Transit vehicle and shelters” means a bus, van or other vehicle operated by or for Fort Sask Transit and includes an enclosed transit shelter.
- 8) “Youth program” means a City run program for children and youth.

Exceptions

The requirement to wear a face covering will not apply to:

- 1) persons 9 years of age or younger;
- 2) persons who are unable to place, use, or remove a face covering without assistance;
- 3) persons providing care or assistance to a person with a disability where a face covering would hinder that caregiving or assistance;
- 4) persons sitting and consuming food or drink, in an area designated by the City for food or drink consumption, when 2m physical distancing can be maintained from others who are not part of their immediate family or cohort group;
- 5) persons engaging in aquatic activities, intense physical exercise, or an organized sports program;
- 6) persons engaging in services that require the temporary removal of a face covering (e.g., mask fit testing);
- 7) engaging in an organized activity on the Shell Theatre stage; and



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- 8) In areas exclusively accessed or used by City employees or the operators of a Fort Sask Transit vehicle, provided that physical barriers or physical distancing practices are implemented between any person not required to wear a face covering by operation of this exemption and any other person.

Related Public Health Orders and Guides:

1. [General Relaunch Guidance](#)
2. [COVID-19: Masks](#) (Includes video how to choose and wear a non-medical mask)

(An excerpt from the COVID-19: Masks Guide follows):

COVID-19: Masks

Why use a mask

- Albertans are encouraged to wear non-medical masks in public when it's difficult to maintain physical distancing of 2 metres at all times.
- Wearing a homemade or non-medical mask in public is another tool to help prevent the spread of COVID-19. It hasn't been proven that masks protect the person wearing it, but it can help protect people from being exposed to your germs.
- Masks should complement – not replace – other prevention measures. Continue physical distancing and good hand hygiene, and stay home when sick.

When to use a mask

- When it's difficult to maintain 2 metres distance from people for a prolonged period of time:
 - public transit and airplanes
 - grocery stores and pharmacies
 - hair salons and barbershops
 - some retail stores

When not to use a mask

- If it's dirty or damaged in any way
- If it gaps or doesn't fit well
- If it's been used by another person
- Children under 2 years of age
- Anyone that has trouble breathing
- When you are only with people from your own household

How to use a mask

- Masks can become contaminated on the outside or when touched with hands.
- It's important that masks are used and disposed of properly. If worn incorrectly, you can accidentally spread infection instead of preventing it.
- [Guidance for wearing non-medical masks](#)
- [Types of masks and eye protection](#) (PDF, 84 KB)



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What to do

- Wash or sanitize your hands:
 - before putting it on
 - before taking it off
 - after taking it off
- Tighten with ties or ear loops to reduce gaps
- Keep nose, mouth and chin covered at all times
- Remove if wet, torn or dirty and dispose in a lined garbage bin
- Store cloth masks in a sealed bag until it can be washed in hot, soapy water

What not to do

- Don't touch your face under the mask
- Don't touch the front of the mask – remove or adjust using the ties or ear loops
- Don't wear it under your nose or your chin
- Don't wear a wet, torn or dirty mask
- Don't wear the same mask for a long period of time – change when it becomes damp
- Don't share with another person

How to care for your cloth mask

- Store masks in a sealed and clean storage bag and place in a dry area of your home.
- Put cloth masks directly into the washing machine or in a bag that can be emptied into the washing machine. Throw out the bag after you've used it to store masks.
- Launder with other items using a hot cycle, and then dry thoroughly.
- Inspect the mask for damage prior to reuse.

How to make or buy a mask

Making a mask

- There are many ways to make a cloth mask. [Health Canada provides instructions](#) with sew and no-sew options.
 - Choose a fabric or cloth that can withstand frequent cycles through washing and drying machines
 - Use multiple layers of tight woven fabric – 4 layers is optimal.
 - Use a combination of fabrics such as a high thread count cotton (e.g. 600-thread count pillowcases and cotton sheets) with spun bond polypropylene or polyester.
 - Use different fabrics or colours for each side of the mask. This helps you to know which side faces your mouth and which side faces out.

Buying a mask

- Make sure cloth masks:
 - have multiple layers of fabric
 - fits securely against your face
 - allows for clear breathing
 - can be laundered

Medical masks

- Medical masks include N95 masks and surgical or procedure masks:



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- N95 masks protect from exposure to biological aerosols that may contain viruses or bacteria. They are generally only required during specific, high-risk medical procedures.
 - **Health Canada does not recommend masks with exhalation valves.** N95 masks with an exhalation valve are designed for industrial use to protect the wearer only. They do not prevent the exhalation of droplets necessary to protect others from transmitting the COVID-19 virus. For this reason, masks with exhalation valves are not acceptable.
 - Surgical or procedure masks provide a barrier to splashes, droplets, saliva or spit. They are not designed to fit tightly against the face.
 - Medical masks should be kept for health care workers, people providing direct care to COVID-19 patients, and people who have a high risk of experiencing severe illness.
 - They may also be recommended for use in some workplaces, like salons, where there is prolonged close contact with people.
3. Guidance for wearing non-medical masks
 4. Types of masks and eye protection

Communications Procedures and Reopening Plan Updates

Supervisors are required to discuss updated Hazard Assessments, and related City policies and guides with returning staff. The following policies and guides are available on the City's COVID-19 webpage:

1. How and When to Disinfect, Wash or use Personal Protection Equipment
2. Use of Medical and Non-Medical Masks



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Appendix A: General Principles to Reopening Services in Alberta:

Service providers must continue acting responsibly. Every reopening plan should include the following preventative measures:

- Stay home if ill.
- Maintain 2m physical distancing between people, except those who reside in the same household or who belong to an existing cohort (that remains exclusive of other people).
- Practice proper hand hygiene (wash your hands for 20 seconds with soap and water or with an alcohol based rub (ABR)).
- Practice sneeze/cough control.
- In a work setting, staff must wear a mask if unable to maintain 2m distancing.
- Masks are recommended when in public.
- Follow all CMOH Public Health Orders and Guidelines for specific businesses or services.

The person in care in control of the event is responsible for ensuring patrons comply with Public Health Orders. Signage is recommended at entrances to facilities that includes:

- The expanded list of COVID-19 symptoms
- Instructions that the person should return and stay home if sick
- 2-Meter physical distancing expectations
- Hand hygiene expectations
- Instructions and illustrations of coughing / sneezing etiquette

Facilities should offer hand sanitizer containing at least 60% alcohol, or soap and water available. Custodial services should include enhanced cleaning and disinfection of common, high touch surfaces and washrooms. Where practicable, floor markings should identify 2m separation zones between families or cohorts (defined as a group from 2 families who stay together, typically for childcare support, and who agree not to interact with other household members).

Other Considerations for Planned Reopening's:

1. Be aware of how COVID-19 spreads (heavier than air droplets settle on surfaces within 2 meters distance).
 - a. Facilities must accommodate 2m physical distancing.
 - b. Reduce the number of attendees to avoid overcrowding and to maintain 2m distancing.



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2. Consider the surfaces that might be contaminated and accessible to individuals attending the planned event (vertical and horizontal surfaces).
 - a. Establish a cough/sneeze protocol to disinfect an area should someone cough or sneeze while in the facility.
 - b. Establish a daily cleaning and disinfecting protocol that complies with public health orders. Refer to specific guides published by Alberta Health Services if they exist. If a guide does not exist, extrapolate suitable practices contained within other guides.
3. Know the risks from shared common items including surfaces, sports equipment and shared food services.
4. Activities like singing and physical contact sports have an increased risk of projecting droplets a greater distance. The CMOH has prohibited social activities including singing, craft activities, amusement rides, face painting or other types of social entertainment under Public Health Orders.
5. Games involving shared balls or equipment remain prohibited unless participants are from the same household or an existing cohort.



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Appendix B: COVID-19 Symptoms, Screening Protocols and Infection Response:

The City of Fort Saskatchewan COVID-19 Screening Protocols document (May 25, 2020) includes a daily self-screening protocol staff are to use prior to reporting to work. Staff must know the symptoms of COVID-19. They need to know how to identify if they or another person is ill, and what should be done if illness is likely. In all cases, the screening process must protect the medical privacy of the person.

COVID-19 Symptoms:

The list of COVID-19 symptoms has been updated by AHS and now includes:

- Fever*
- Cough (new cough or worsening chronic cough)*
- Shortness of breath or difficulty breathing (new or worsening)*
- Runny nose*
- Sore throat*
- Stuffy nose
- Painful swallowing
- Headache
- Chills
- Muscle or joint aches
- Feeling unwell in general, or new fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
- Loss of sense of smell or taste
- Conjunctivitis, commonly known as pink eye

* Public Health Orders in effect at the time of publication stipulate individuals having a fever, cough, shortness of breath, runny nose or sore throat are legally required to isolate for 10 days from the onset of those symptoms, or until the symptoms resolve, whichever is longer. Persons with any of the other listed symptoms should stay home and minimize their contact with others until their symptoms resolve.

Potentially ill individuals will be directed to contact AHS for proper medical advice or testing.

COVID-19 Screening:

Utilizing a screening protocol benefits the individual who may be ill, the City of Fort Saskatchewan and all Albertan's by reducing the likelihood of transmitting COVID-19 or another communicable disease by:

- 1) Reducing transmission rates – helping to prevent the spread of COVID-19.
- 2) Promoting productivity – keeping our workforce healthy and enabling staff to focus on their work.
- 3) Promoting Confidence and Trust – Visible prevention measures demonstrates the City takes employees' health seriously. Staff, volunteers and the public will recognize the City as a leader in public safety.



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- 4) Contributing to the Public well-being – The City provides essential services to many people. Maintaining a functioning workforce and critical services is in part why the City exists.

COVID-19 Screening Questions:

Pre-symptomatic and asymptomatic transmission of the COVID-19 virus or other communicable disease is possible; i.e., not all COVID-19 patients will have symptoms of infection such as elevated temperatures. Likewise, an individual may have an elevated body temperature for reasons other than illness, i.e., physical exertion or environmental exposure to high temperatures.

The City of Fort Saskatchewan encourages all individuals to conduct a daily health self-assessment and on-site assessment before entering a City facility. The daily self-assessment and the verbal questionnaire rely on the same questions. Each person should answer five questions asked from a distance of 2 meters or more:

Clarifying questions to a positive response for questions 1 or 2 may eliminate benign causes (e.g., ongoing medical condition or seasonal allergies).

- 1. Are you or any other person in your household / cohort experiencing any of the listed COVID-19 symptoms?**
 - a. A positive response would be cause to exclude entry to a City Facility.
- 2. Have you experienced any COVID-19 symptoms in the past 14 days?**
 - a. If yes, determine when.
 - i. If the onset of symptoms occurred within last 10 days, do not admit the individual to the City facility.
 - ii. If the onset of symptoms occurred between 10-14 days prior, confirm the individual is symptom free and if so, admit the individual.

Positive responses to questions 3 through 5 will not automatically preclude admission but will require clarifying questions to ensure the risk of infection / transmission is low or has passed.

- 3. Have you or any other person in your household / cohort tested positive for COVID-19 or been in close contact with someone who has tested positive for COVID-19?**
 - a. If yes, determine when.
 - i. If the individual tested positive within 10 days, the individual must self-isolate and entry should be denied.



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- ii. If 10 days or more since the date of the test and the individual is symptom free, admit the individual.
- iii. If a member of the individual's family or cohort tested positive, or was in close contact with someone who tested positive:
 - 1. inquire what direction the individual who tested positive was given by Alberta Health Services
 - 2. inquire if AHS gave direction to others in the household or cohort
 - 3. confirm they have not had symptoms in the past 10 days.
 - 4. If they are not under direction by AHS and have been symptom free for 10 days or more, admit the individual.

4. Have you or any other person in your household had contact with anyone from outside of Alberta?

- a. If yes, determine where and when.
 - i. International travelers are required to isolate for 14 days.
 - ii. Interprovincial travel may be indicative of greater risk.
 - 1. Who did the person travel with (same household? Same cohort? Etc.)
 - 2. Who did they visit while away?
 - 3. Did they stay with friends or family?

5. Have you or any other person in your household been in contact with an international traveller in the past 14 days?

- a. If yes, did they display any signs or symptoms of illness or have they been diagnosed COVID positive?
- b. If yes, did the traveller quarantine as required by Public Health Order?

In some cases, entry to City facilities or access to select programs, services or essential staff may require an individual to answer a verbally administered screening questionnaire. In limited circumstances, a verbal screening questionnaire may be supplemented with a temperature screening protocol.

What to do if you Suspect Someone is Ill:

In the event an individual has been denied entry and is suspected of being ill with COVID-19:

- 1. Advise the individual they are being denied entry and why.
 - a. Direct the individual not to touch their face (eyes, nose or mouth)
 - b. Advise the individual to wash their hands immediately and don a medical or non-medical mask.
 - c. Direct the individual to return home and self-isolate, and once there, to take the AHS online COVID-19 self-assessment or to phone AHS for direction.



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2. Staff must keep their hands away from their face (eyes, nose or mouth) and must wash their hands as soon as possible if not immediately.
 - a. Ensure other patrons are unable to interact with areas that may have been contaminated.

3. Immediately notify:
 - a. **their supervisor** of the circumstances and request the rapid-response disinfection team respond to disinfect areas that may have been contaminated.
 - b. the **Health and Safety Advisor**
 - c. notify the **on-duty Director of Emergency Management** (on-duty 24/7).



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Plan Approval

Names:

Date & Signatures:

DEM Recommendation:

Brad Ward
Director of Emergency Management

Submitted Electronically
August 7, 2020

COVID-19 Task Force Approval:

Janel Smith-Duguid
Acting City Manager

Approved Electronically
August 7, 2020