

## MEMORANDUM

**DATE:** January 18, 2022

**TO:** All Employees

**FROM:** Human Resources

**RE:** COVID-19 Updated Mask Guidelines

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Based on newly updated and recommended mask information from the Public Health Agency of Canada, TRCA has updated their mask type and usage guidelines. TRCA is also currently procuring all masks, which will be distributed accordingly.

### **Mask Type Guidelines:**

Remember, employees are required to wear masks anywhere around people (indoor or outdoor) and in all indoor workplace hallways, washrooms, and common spaces. Dependent on an employee's work environment, the following masks shall be worn:

#### In-office (non-public facing):

- Minimum- 3-layer Cloth Mask
- Recommended- Procedural ASTM-2 mask

#### Field/Construction Staff:

- Minimum- 3-layer Cloth Mask
- Recommended- Procedural ASTM-2 mask

#### Public Facing Staff:

- Minimum- Procedural ASTM-2 mask
- Recommended- Health Canada Approved N95/KN95



a. 3-layer Cloth



b. Procedural



c. Flatfold N95



d. Cone N95



e. Panel Flatfold N95



f. Pouch N95



g. KN95

**\* Please ensure you know how to properly wear each style mask before using, by viewing the videos located on the [Central H&S Repository](#). \***

**Mask Usage Guidelines:**

When using a mask remember the following:

- Wash your hands or use hand sanitizer before putting on and taking off your mask
- Don't touch the outside of your mask
- Ensure the mask fits snugly, covering your nose, mouth and chin
  - To achieve, it is encouraged to double mask using 1 procedural ASTM-2 mask with 1 snug fitting cloth mask overtop
- When taking off a mask for a short period (i.e., break or lunch), you can reuse the same mask as long as it is not dirty, wet, or damaged
- To reuse your mask, place in a waterproof container or bag
- Replace your masks when the straps lose elasticity and long longer keep a snug fit
- Also, replace your mask when it becomes visibly dirty, wet, or damaged
- For cloth masks, regularly wash the mask with hot soapy water

If you have any questions or concerns, please contact your supervisor or Human Resources via email at [hr@trca.ca](mailto:hr@trca.ca).