



Mandatory Face Covering Practice

Last Updated: March 31, 2021

(Application of latest changes to be phased in as communicated between April 12 and May 3, 2021)

Approval date: November 20, 2020

1. Practice Statement

Further to the Health and Safety Policy, Canada Post is committed to creating and maintaining a healthy and safe environment for all employees, contractors, Visitors and customers. Accordingly, this Practice sets out the mandatory Face Covering requirements applicable to employees, contractors, Visitors and customers to protect against the spread of COVID-19.

2. Scope

This Practice aligns with the recommendations from the Public Health Agency of Canada (PHAC) and applies nationally to all Canada Post employees, contractors, Visitors and customers while in Canada Post facilities. It also applies to Canada Post employees while working in non-Canada Post facilities.

3. Definitions

Second-Generation CPC Mask means a Canada Post issued cloth face covering consisting of two (2) layers of tightly woven fabric and third layer of filter-type material.

PHAC Recommended Mask means a non-medical mask consisting of two (2) layers of tightly woven fabric and third layer of filter-type material.

Face Covering means a cloth mask, non-medical mask, or medical mask that covers the nose, mouth and chin without gaping.

Canada Post Facilities means any building, vehicle or property controlled by Canada Post whether indoors, outdoors, open or closed to the public. Canada Post Facilities include:

- plants;
- depots;
- retail stores;
- docks;
- yards;
- vehicle service depots;
- administrative sites; and
- corporate vehicles.

For greater clarity, all areas of these facilities are considered Canada Post Facilities, including their washrooms, stairwells, elevators, entranceways, hallways, break rooms, cafeterias, etc.

Other Facilities means any indoor or enclosed building, vehicle or property, other than a Canada Post Facility, that a Canada Post employee enters for the purpose of carrying out their work for Canada Post. Other Facilities include:

- stores;
- office buildings;
- recreation centres;
- hotels;
- shopping centers;
- dealer outlets;
- vehicles used for corporate purposes; and
- multi-unit apartment or residential buildings including condominiums.

For greater clarity, all areas of these facilities are considered Other Facilities, including their lobbies, washrooms, stairwells, elevators, entranceways, hallways, mailrooms, etc.

Visitor means anyone other than an employee, contractor or customer.

4. More about the Practice

4.1 Face Covering Requirements

Canada Post employees must wear a Second-Generation CPC Mask at all times while in Canada Post Facilities and Other Facilities. Canada Post can provide an employee with a disposable single-use medical mask (i.e., procedural and surgical masks).

Contractors and Visitors must wear a PHAC Recommended Mask at all times while in Canada Post Facilities.

Customers must wear a Face Covering at all times while in Canada Post Facilities.

4.2 Exemptions

The Face Covering requirements in this Practice do not apply to persons in the following situations:

- persons who are the sole occupant of an enclosed vehicle;
- persons who are the sole occupant of an enclosed office or room with a closed door;
- persons consuming food or drink in an area designated for this purpose and where 2 metres physical distancing is maintained;
- persons engaging in other activities that briefly require the temporary removal of a Face Covering and where 2 metres physical distancing is maintained;
- persons receiving alternate accommodations under the *Canadian Human Rights Act* based on an inability to wear a face covering; and
- persons under the age of 5.

4.3 Other

Any Canada Post Facility or Other Facility specific Face Covering rules will be communicated to the affected employees, contractors, Visitors and/or customers.

5. Roles & Responsibilities

Employees, contractors, Visitors and customers are responsible for complying with and upholding this Practice.

Employees are responsible for raising concerns on its application to Team Leaders.

Team Leaders are responsible for ensuring employees have access to the information in this practice and for responding to concerns raised by employees or raising them to the attention of the Practice owner.

Canada Post is responsible for promoting awareness of this Practice through communications and signage.

6. Non-Compliance

All Canada Post employees are responsible for complying with this Practice. Failure to comply with this Practice will result in discipline up to and including dismissal from Canada Post.

Contractors, visitors and customers are responsible for complying with this Practice. Contractors, visitors and customers who do not comply with the Practice will not be permitted access to Canada Post Facilities. Accommodated arrangements will be made with persons who require accommodation on human rights grounds.