



COVID-19 Safety Plan Addendum: Required Non-Medical Masks

Purpose

The following document provides guidance for incorporating appropriate text regarding non-medical mask requirements into your approved COVID-19 Safety Plan.

As part of UBC's commitment to the health and safety of our community, and the responsibility we all share in preventing the potential for COVID-19 transmission, students, faculty, staff and visitors are required to follow UBC's [COVID-19 Campus Rules](#) when on our campuses. These rules include the requirement to wear non-medical masks in common indoor spaces.

Common indoor spaces include hallways, stairways, building entryways, washrooms, common areas in residences and other high-traffic areas (except as set out in an approved [COVID-19 Safety Plan](#)).

The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices. For more information, including details about exceptions, please refer to the [COVID-19 Campus Rules](#) and [Non-Medical Mask FAQs](#).

Responsibilities

COVID-19 Safety Plan Owner

The COVID-19 Safety Plan Owner is responsible for reviewing and implementing information related to [UBC's non-medical mask requirement](#) in their workplace safety plan.

Instructions

1. Update your COVID-19 safety plan to reflect that the wearing of non-medical masks is required in all common indoor spaces on UBC Premises unless an exception applies. See [COVID-19 Campus Rules](#) and [Non-Medical Mask FAQs](#) for further information.
2. Review other work areas (e.g., offices, cubicles, labs) and determine whether the wearing of non-medical masks is required in those areas. *Note: if physical distancing is maintained, non-medical masks are not mandatory in the work area, especially if people are seated.* See [Non-Medical Mask FAQs](#) for further information.
3. Update your COVID-19 Safety Plan to provide specific instructions on when non-medical masks are required (e.g., common indoor spaces) and when non-medical masks may not be required (e.g., personal workstation, teaching lab/studio). If non-medical masks are not required in an area of the workplace, detail the controls in place (e.g., physical distancing, approved barrier, approved personal protective equipment) to mitigate the requirement for non-medical masks.

If you require assistance or have additional questions not addressed in the [Non-Medical Mask FAQs](#) contact ready.ubc@ubc.ca.



Options for Updates to COVID-19 Safety Plans regarding Non-Medical Masks

Non-Medical Masks Required to be Worn at all Time

A COVID-19 Safety Plan may require non-medical masks to be worn indoors at all times unless there is an exception as outlined in the COVID-19 Campus Rules. A sample statement could include:

- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. As physical distancing cannot be maintained in our workspace, non-medical masks must be worn at all time unless you are exempt as outlined in the COVID-19 Campus Safety Rules.

Non-Medical Masks Not Mandatory When Physical Distancing or Approved Barriers are in Place

A COVID-19 Safety Plan may provide additional exceptions to the non-medical mask requirement if physical distancing or approved barriers are in place throughout the workplace. Below are some sample statements that may apply to your workspace.

Office Spaces

- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-masks in office spaces:
 - Non-medical masks are not required when working in a sole occupant office or enclosed room.
 - Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
 - Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
 - As per UBC's policy, non-medical masks must be worn:
 - When travelling through building corridors and shared spaces
 - Any other time that 2m physical distancing cannot be maintained [September 17, 2020].

General Teaching Spaces

- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-medical masks in classrooms:
 - Classrooms capacities have been reduced so that designated seats are 2m apart. Therefore, while in classrooms, students and other classroom users have the option to remove their non-medical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement is met.



- Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
- As per UBC's policy, non-medical masks must be worn:
 - When travelling through building corridors and shared spaces
 - While entering or exiting classrooms
 - Within classrooms while moving to a seat, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020].

Research Spaces

- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-medical masks in shared research spaces:
 - Non-medical masks are not required when working in a sole occupant research space or enclosed room.
 - Shared research spaces have been designated to ensure occupants are working 2m apart or have appropriate physical barriers. Therefore, while in a shared research space, users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
 - As per UBC's policy, non-medical masks must be worn:
 - When travelling through building corridors and shared spaces
 - While entering or exiting research spaces or while moving from an assigned research location, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020].

Workshops

- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-medical masks in shared workshops:
 - Non-medical masks are not required when working in a sole occupant workshop or enclosed room.
 - Workstations in shared workshops have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while in a shared workshop, users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
 - As per UBC's policy, non-medical masks must be worn:
 - When travelling through building corridors and shared spaces
 - While entering or exiting workshops or while moving from your assigned workshop location, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020].



Lunch or Breakrooms

- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-medical masks in shared lunch or breakrooms:
 - Non-medical masks are not required when seated 2 m apart while eating or drinking during a break. The maximum capacity for the space must not be exceeded.