

# CREA COVID-19 FACE MASK POLICY



## Purpose

The Canadian Real Estate Association (CREA) is committed to the health and safety of its employees and as such has created this policy regarding the use of face [masks](#) in the workplace. This policy must be observed at all times when working in areas requiring face masks.

## Scope

All employees, guests, and visitors of CREA must wear appropriate face masks when at 200 Catherine Street, in any common or public areas. Any masks CREA uses or provides must comply with the requirements under Ontario occupational health and safety legislation and the best practice advice of public health authorities.

## Effective Date

November 15, 2021

## Employer Responsibilities

CREA will provide appropriate masks to employees, should they not have a mask, and will post signs at all entrances informing members of the public about requirements and exemptions for wearing masks, in addition to any other safety measures.

CREA will provide [reference documentation](#) to all employees on proper procedures for wearing [masks](#).

Canadian Real Estate Association will:

- Provide masks to employees, customers, suppliers, contractors, vendors, or visitors who arrive without one;
- Make available to employees and the public alcohol-based hand sanitizer in the recommended concentration (at least 70%);
- Not require members of the public to prove they are exempt from requirements to wear a mask;
- Offer a copy of this policy to any guests or visitors who request it;
- Provide information about the importance of wearing a mask or the science on the use of masks to customers or employees who request it; and
- Deny entry to any customer or third party who becomes aggressive about the new requirement.

## Employee Responsibilities

Employees must wear a mask in any area that is considered a common space, or a space open to the public, including washrooms, hallways, kitchen areas; walking anywhere within the building.

Employees are not required to wear masks in the following areas:

- At their desk;
- Meetings in a closed office environment, where there are no more than 2 attendees, and attendees may agree to remove masks during the meeting

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CREA employees should behave respectfully towards each other, and towards guests and visitors and not request that members of the public prove they are exempt from requirements to wear a mask. Not all exemptions are immediately visible, and employees should not make assumptions about whether a guest or visitor is exempt or not.

## Mask Use

Employees should use masks appropriate to the kind of work they do. For most employees, cloth masks or nonmedical masks provide appropriate protection. Cloth or nonmedical masks are not personal protective equipment (PPE) and should not substitute for any masks employees must wear as PPE. Likewise, face shields are not alternatives to masks, though they may be used in addition to masks for further protection.

### Putting on masks

- Before touching the mask, it is recommended that employees wash their hands with soap and water for at least 20 seconds.
- Confirm the mask is facing the correct direction. Many cloth or nonmedical masks have only one correct orientation.
- The mask should fit snugly to the face, covering the nose, mouth, and chin without gaps.

### Wearing masks

- While wearing a mask, it is recommended that employees refrain from touching their face.
- Employees should refrain from wearing their masks in a way that uncovers their nose.

### Removing masks

- Before touching the mask, it is recommended that employees wash their hands.
- Immediately after removing the mask, employees should either dispose of it in the proper place (if the mask is disposable) or place it somewhere for washing before reuse (if the mask is reusable).
- After removing and disposing of or storing the mask, it is recommended that employees wash their hands again.

Reusable masks should be stored and cleaned in accordance with the manufacturer's instructions and requirements.

## Acknowledgement and Agreement

I acknowledge that I have read and understand the Face Mask Policy of The Canadian Real Estate Association. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.