

Supporting Adherence to the USask Mask-Use Protocol – Workplaces and Non-Academic Settings

In a positive safety culture, all personnel share the responsibility for safety. Not only does this include a personal accountability for following safety policies and protocols, particularly those pertaining to COVID-19, but also a shared responsibility to help others adhere to these policies and procedure. This shall be done from a perspective of positivity, from a place of caring, trust, and a healthy and safe campus for all.

Additionally, under the Occupational Health and Safety Regulations management and supervisors are responsible for ensuring adherence to workplace policy and requirements.

⚠ Masking is mandatory for faculty, staff and students in all indoor spaces, including classrooms, laboratories, lobbies, libraries, meeting spaces, elevators, recreation facilities, shared offices, washrooms, and hallways.

Masks may be removed in private work offices when the individual is the lone occupant of the space but if someone enters the office, all must don their masks.

Employees who encounter unmasked individuals, either in their workplace or in areas characterized as outside of the classroom or teaching environment, are encouraged to support the 4Rs for masking adherence.

Supporting the 4RS for masking adherence

- ✓ **Remind** the individual that masking is mandatory and request that they don a mask.
- ✓ **Request** adherence to the masking protocol requirements
- ✓ **Remove** yourself respectfully from the situation and move on with your work activity. Do not attempt to engage in debate, conflict, or other detailed conversation that would require engaging the unmasked person at length or lead to negative interactions; and
- ✓ **Report** using one of the following reporting options:

FOR STUDENT ISSUES: report any recurring scenarios or situations to Safety Resources via the Hazard Reporting process. This tool can be used confidentially. Visit: www.paws.usask.ca/go/safety and click on the Report a Hazard button.

FOR WORKPLACE ISSUES: report the incident to the appropriate supervisor, department head, or Dean OR if you are uncomfortable reporting the incident to the appropriate supervisor, you may use the Report a Hazard Tool. This tool can be used confidentially. Visit: www.paws.usask.ca/go/safety and click on the Report a Hazard button.



- i Employees are not obligated to address adherence to the USask mask protocol but rather are encouraged to address safety concerns when observed and/or report issues they observe so that non-adherence trends can be identified and addressed by Safety Resources.