

 M O N C T O N	POLICY	Owner Department: City Manager
	Mandatory Face Covering in Municipal Buildings Policy	
Effective Date: September 28, 2020	Last Reviewed Date: September 21, 2020	
Approving Authority: Moncton City Council	Replaces No.: N/A	

1. Purpose Statement

We all have a role to play in reducing the transmission of a virus during a pandemic/outbreak in our community. In some cases, simple measures can help prevent the spread of infection such as proper handwashing, coughing/sneezing etiquette, avoid touching your eyes, nose, and mouth, as well as the use of face coverings when in public enclosed spaces. Wearing a face mask can be a way of covering your mouth and nose to prevent respiratory droplets from contaminating others or landing on surfaces (New Brunswick Office of the Chief Medical Officer of Health (Public Health)).

The purpose of this policy is to protect the health and safety of employees and the members of the public in our municipally owned and operated buildings, during a pandemic/outbreak.

2. Application

This policy applies to everyone, such as members of the public, members of Council, contractors, employees, and the like, who enter a municipally owned and operated building.

3. Definitions

1. **Face covering:** A manufactured (factory or homemade) mask made of tightly woven fabric (such as cotton or linen) and large enough to completely and comfortably cover the nose and mouth without gaping.
2. **Municipal building:** A building owned and operated by the City of Moncton – see Appendix “A” for list.
3. **Pandemic:** An epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people (World Health Organization (WHO)).

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4. **Physical distancing:** Keeping our distance from one another and limiting close contact activities when outside the home. In public health, social distancing, also called physical distancing, is a set of non-pharmaceutical interventions or measures intended to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.
 - a. **COVID-19 Physical distancing while standing:** When 2-metre physical distancing can be maintained or a physical barrier is in place, no face covering is required. However, if this is not possible a face covering is mandatory (Province of New Brunswick).
 - b. **COVID-19 Physical distancing while seated:** Where seating is provided to employees, patrons, and visitors at any venue, any person attending the venue may approach and remain within 1 metre of any other person while seated if all patrons, employees, and visitors are continuously wearing a face covering while present (Province of New Brunswick).

5. **Outbreak:** In epidemiology, an outbreak is a sudden increase in occurrences of a virus or disease in a particular time and place. It may affect a small and localized group or impact thousands of people across an entire continent (WHO).

4. Policy

Objectives

1. Reduce the transmission of a virus/disease during a pandemic/outbreak when in municipally owned and operated buildings; and
2. Maximize the seating capacity in the Council Chambers and City Hall lobby for use by the public during Council meetings and other events.

Wearing a face covering in City of Moncton owned and operated buildings

1. **Members of the public:**

It is mandatory to wear a face covering when entering a City of Moncton owned and operated building. Face covering must be worn at all times when in the building, unless otherwise advised by an employee when visiting their office, workspace, or a boardroom, provided 2-metre physical distancing can be maintained or a physical barrier is present.

2. **Employees:**

It is mandatory to wear a face covering when entering a City of Moncton owned and operated building while in any common area. This includes but not limited to hallways, stairwells, lunch or break rooms, kitchen facilities and elevators. Once an employee has arrived at their office, cubicle, computer or workspace not occupied by others they may remove their face covering.

The operations and use of Council Chambers and City Hall lobby

1. **Screening and disinfecting**

- All meeting participants including members of Council, employees, members of the public, and media will be screened before entering the Chambers or the lobby for said session according to guidelines/directives provided by Public Health;

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- Enhanced cleaning and disinfecting of Council Chambers and lobby to be conducted before and after use; and
- Disinfecting products will be available for members of Council, employees, public, and media.

2. Remote access to meetings

Remote meeting technology for public meetings of Council is available for all participants.

3. Attending a public Council meeting in person

Limited seating capacity in Council Chambers and City Hall lobby

In order to maximize in person attendance at Council meetings, physical distancing will be maintained in the Council Chambers gallery and City Hall lobby through limited and designated seating that meets COVID-19 Provincial requirements (1 m). Seating will be coordinated through the City Clerk's Office. Moreover, face coverings are mandatory and must be worn at all times, with the exception of a presenter at the podium, in the Council Chambers, as long as 2-metre physical distancing can be maintained or when a physical barrier is present.

Mandatory registration to attend a public Council meeting in person

Anyone wanting to attend a Council meeting in person must register with the City Clerk beforehand, as there is limited capacity due to COVID-19 restrictions. Non-registered individuals will be asked to leave and join the meeting remotely.

To register to attend a public Council meeting, please contact the City Clerk's Office, Monday to Friday between 8:30 a.m. and 4:30 p.m. by calling 506-853-3550 or by e-mail at info.clerk@moncton.ca. As capacity is limited, individuals are encouraged to register early. Presenters will be asked to keep their attendees as low as possible in order to meet seating capacity requirements stated below. Moreover, the actual number of presenters may be prescribed by the City Clerk's Office when several presentations are taking place and/or when there is a high level of community interest in the topic.

Seating capacity in Council Chambers and lobby

COVID-19 Provincial regulations will allow the following:

1. Council Chambers can seat a maximum of 18 people, which includes employees and others (presenters) who are required to attend the meeting. However, when the Council Chambers gallery has less than 12 people in attendance and 2-metre distancing can be maintained, face coverings are not mandatory.
2. City Hall lobby can seat a maximum 18 people during regular City Hall hours (Monday – Friday from 8:30 a.m. to 4:30 p.m.) and 26 people during non-regular City Hall hours.

Priority seating

As capacity is limited, priority will be given to applicants, presenters (proponents and objectors), and members of the public who want to make a presentation, and the media who

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report the outcomes of Council meetings to the larger community. Only registered individuals will be permitted to attend the meeting.

When seating is at capacity, in both the Council Chambers and City Hall lobby, all additional individuals will be required to leave and join the meeting by connecting remotely.

5. Administration and Contact

City Hall

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3550

Email: info.clerk@moncton.ca