

Mandatory Masks in City Vehicles

Masks in City vehicles:

Effectively immediately, if there is more than one occupant in a City vehicle, all occupants must wear a mask at all times. In addition to this, vehicle occupancy for City vehicles is limited to four (4) people, even if you are fully vaccinated.

The City recognizes much like public transportation, vehicles are a unique setting in which staff do not have an option to maintain physical distancing and cannot take advantage of other engineering controls, therefore, the City is requiring masks in City vehicles occupied by more than one occupant.

What you need to know:

We now require staff to wear a mask when they are in City vehicles with more than one occupant.

The purpose of wearing a mask is to help stop the spread of potentially infectious droplets.

Masks are available through Stores. Managers will follow current procedures to ensure teams have enough supplies.

Reminder:

- Only come to work healthy. If you have symptoms of COVID-19, you must stay home, call 8-1-1 and follow their guidance.
- Cough and sneeze into your arm.
- Regularly wash or sanitize hands.
- Vehicle windows should be partially or fully open to maximize air flow.
- Set ventilation system to high, to maximize air flow and do not use air recirculation.
- Vehicles should be cleaned at least once per day.

Next actions:

- Please communicate these changes to your team.
- Calculate how many of your staff travel together.
- Ensure you have enough masks for your work.
- Consider, or consult with staff, what is the best way for them to store the masks when they are not being worn, so they are not mixed up by staff or get dirty.

Safety Talk Sign-in Sheet

Business Unit:	Worksite:
Department:	Date

Topics Discussed:

Record of those attending:

NAME (Please print clearly)	Initials	NAME (Please print clearly)	Initials

Absent:

NAME (Please print clearly)	Initials	NAME (Please print clearly)	Initials

Comments/Suggestions/Action Items

Delivered By: _____ Signature: _____

Save records of:
 Safety talk sign in sheets in your department’s VanDocs **Safety Training Program Records** folder in 07-4000-40 **Or**
 your meeting minutes that include safety talks in your department’s VanDocs **Staff Meeting Records** folder in 01-
 2500-10 **Or** the TrackIT application, if your group uses TrackIt