**Mandatory Use of Mask or Face Covering within York Entrepreneurship Development Institute.**

All employees, visitors, patrons and tenants are required to wear a mask or face covering upon entering and remaining within any enclosed public space or common area of **York Entrepreneurship Development Institute**.

The mask or face covering must cover the nose, mouth and chin. Employees must wear appropriate personal protective equipment (i.e., surgical/procedure mask and eye protection (goggles or face shield) that provides protection of their eyes, nose and mouth) if, while in an indoor area, they:

* Are required to come within two metres of another person who is not wearing a mask or face covering in a manner that covers that person’s nose, mouth and chin; and
* Are not separated from that person by plexiglass or some other impermeable barrier.

Temporary removal of the mask is permitted where necessary for the purposes of:

* Receiving instruction while sitting down in a designated seat.
* Eating or drinking while sitting down in a designated area, where permitted.
* Performing or rehearsing in a film or television production, pitch presentation or other performance.

The following people are exempted from requiring a mask or face covering and will not be required to provide proof of such exemption:

* Children under two years of age.
* Individuals with an underlying medical condition that inhibits their ability to wear a mask or face covering.
* Individuals who are unable to place, remove, or use a mask or face covering without assistance.
* Employees and operators of the establishment, in a designed area not for public access or within or behind a physical barrier who are able to maintain a physical distance of at least two metres from every other person in the indoor area.
* Individuals who are reasonably accommodated by not wearing a mask or face covering in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*.
* Individuals who are reasonably accommodated under the *Ontario Human Rights Code.*

YEDI Operators ensured that employees are aware of and understand all components of this policy. YEDI Operators ensured that employees are trained on implementing this policy, including how to respond to various circumstances, should they arise, such as:

* Patron arrives without a mask because they forgot or don't have one;
* Patron arrives who is exempt from wearing a mask;
* Patron wants more information about the policy and by-law;
* Patron becomes aggressive about the policy and mask requirements;
* Patron wants information about the importance of wearing a mask or the science on the use of masks; and
* Patron wants to know if they can be fined for not wearing a mask.

The mandatory mask wearing by-law signs are posted at the facility entrance and in all public accessible areas in a manner that is visible to the public.

**Please see the Appendix A for the staff training records.**

**Appendix A**

In accordance with **City of Toronto Guidance for Employers on Preventing COVID-19 in the Workplace** requirements, all York Entrepreneurship Development Institute staff members were trained on implementing this policy, including how to respond to various circumstances, should they arise, such as:

* Patron arrives without a mask because they forgot or don't have one;
* Patron arrives who is exempt from wearing a mask;
* Patron wants more information about the policy and by-law;
* Patron becomes aggressive about the policy and mask requirements;
* Patron wants information about the importance of wearing a mask or the science on the use of masks; and
* Patron wants to know if they can be fined for not wearing a mask.

**Training Information**

|  |  |
| --- | --- |
| **Staff Member** | **Training Date** |
| Marat Ressin | August 19, 2021 |
| Maria Konikov | August 19, 2021 |
| Meytar Eliya-Osakwe | August 19, 2021 |
| Elizabeth Dobkin | August 19, 2021 |
| Julia Milter | August 19, 2021 |
| Ivan Rumyantsev | August 19, 2021 |
| Georgiy Rurua | August 19, 2021 |