


Guidance Document for COVID-19



Title: Implementation Locations- Level 2 Procedure Masks for all Staff	Version #: 1
Pre-Approved for IMT: Operations Section Approved: Incident Manager Signature: 	Approval Date: December 1, 2020
<i>This document is intended to provide guidance to staff/professional staff during COVID-19</i>	

1. PURPOSE

To clarify expectations during COVID-19, related to Implementation Locations – Level 2 procedure masks for all staff.

2. GUIDELINES (e.g. background, definitions, procedure, etc.)

In follow up to the memo re: the mandatory use of Level 2 (or higher) procedure masks for all staff, department specific or centralized locations for staff to obtain Level 2 procedure masks will be made available as soon as possible.

Level 2 procedure masks are already available in patient care areas and inventory will be increased as required to meet demand. Further, if Stores already supplies your area with Level 2 procedure masks, that process will continue.

Areas will be stocked or delivered based on allocation and expected usage, knowing that non-clinical areas should be using no more than 1 mask per day per person onsite.

For those areas not already supplied by Stores, masks will also be available in the following locations:

- 1st floor Support Services – ordered by department
- 2nd floor – Billing
- 2nd floor Director area (Director admin area suite 2170)
- 3rd floor Administration (in CEO Executive Assistant office)
- Health Services Building (1040 Oliver Rd.) – IT/IS, 4th floor
- ICR Discoveries/Amethyst House (290/289 Munro St.) – ACT Team, 2nd floor
- Assessment Centre at Confederation College – ordered/delivered by Stores

If your department is not sufficiently covered through the above locations, please contact Jennifer Svane at svanej@tbh.net for direction on mask pick up/ordering.

For areas not currently receiving masks from Stores, mask distribution will begin on December 2, 2020.

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- 3. RELATED POLICIES, PRACTICES AND/OR LEGISLATIONS**
Guidance Document: Mandatory Use of Procedure Masks

- 4. REFERENCES**
N/A