

**This Protocol aligns with the guidance and policies issued by the health authorities at the time of writing, but may be revised in response to changing circumstances and conditions related to COVID-19 and updated guidance from public health authorities.**

**As printed copies of this Protocol are uncontrolled, users are responsible for ensuring they have the most up-to-date version.**

# 1 COVID-19 Office Mask Protocol

## About this Protocol

Suncor is committed to taking every precaution to ensure the health and wellbeing of our Workers and visitors in response to the Coronavirus disease 2019 (COVID-19) pandemic. Canada's Chief Medical Officer and the Centers for Disease Control and Prevention (CDC) recommends wearing cloth face coverings in public settings where other Physical Distancing measures are difficult to maintain.

This policy is aimed at protecting our Workers in an office setting, should they come in Close Contact with an individual with asymptomatic, pre-symptomatic or Symptomatic COVID-19 infection.

This guidance is targeted specifically for Suncor office environments that do not have an operational attachment.

Each area should follow local jurisdictional and building owner/operator Requirements, and develop site-specific practices to meet these Requirements. This guidance is valid as of its date of issue and may be adjusted throughout Suncor re-entry phases as external and internal conditions change.

**Note:** All capitalized terms in this document are defined in COV19-00014 – COVID-19 Terminology Protocol.

## 1.1 Requirements

### Mask Requirements

The following outline the mask Requirements for all Suncor Workers in office settings.

- 1.1.1 Workers are required to wear masks or cloth face coverings when they are either on the move and/or cannot maintain Physical Distancing and/or physical barriers.

**Note:** Examples include indoor hallways or stairwells, using common workstations, walking to and from offices, kitchens, washrooms, on the elevator, etc.

- 1.1.2 Permitted masks or face coverings include disposable surgical style masks and cloth face coverings.

**Note:** You may wear your own cloth face coverings as long as it meets the [Government of Canada non-medical masks and face covering Requirements](#).

- 1.1.3 Workers must carry a mask/cloth face covering at all times to ensure you are prepared to wear it if needed.
- 1.1.4 Suncor recommends the use of non-medical masks to preserve N95 respirators for health care workers and others providing direct care to COVID-19 patients.
- 1.1.5 When using a mask/cloth face covering, Workers must continue to maintain other preventative measures (such as frequent hand washing and Physical distancing) to #STOPTHESPREAD of COVID-19.
- 1.1.6 Workers must communicate to all visitors that they must wear a mask/cloth face covering while on Suncor Premises.

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### Mask Exceptions

The following outline the Requirements for all Suncor Workers to the exceptions on wearing a mask/cloth face covering in office settings.

- 1.1.7 Masks/cloth face coverings are optional (not mandatory) when 2 meter (6 feet) Physical distance and/or physical barrier can be maintained (e.g. alone in your office/cubicle).
- 1.1.8 Wearing a mask/face covering can make it difficult to breathe and can decrease the required amount of oxygen your body needs, affecting some with medical conditions. If you are not able to wear a mask/face covering due to a medical condition, you must contact [AskHealth&WellnessSiteServices@suncor.com](mailto:AskHealth&WellnessSiteServices@suncor.com) for an assessment.

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### Mask Usage Requirements

As masks and cloth face coverings can become contaminated on the outside from those around you and from hand contact, the following outline Requirements for Suncor Workers to follow when using masks/cloth face coverings.

- 1.1.9 Ensure to practice good hygiene before and after putting on, removing or touching the mask/cloth face covering.
- 1.1.10 Limit handling of the inside and outside of the mask/cloth face covering.
- 1.1.11 Daily washing of cloth face coverings are recommended using normal laundering methods. Do not wash disposable surgical style masks.

**Note:** See [Appendix A](#) for laundry instructions.

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Approved By: Jean Cote – May 15, 2020



- 1.1.12 Put mask/cloth face covering in a breathable bag when not in use.
  - 1.1.13 Do not place mask/cloth face covering on surfaces that others may come in contact with, such as tables, counters or desks.
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## 2 Revision History

Rev.	Date	Location	Summary of Change
1.0	May 15, 2020	Entire document	This is the first revision of this document.

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Approved By: Jean Cote – May 15, 2020

The current revision of this approved document is kept online. Printed and digital copies are uncontrolled.

## Appendix A – Donning/Doffing and Laundry Instructions

### A1.1 Putting on and removing masks/cloth face covering instructions

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#### How to put on mask / cloth face covering

- Clean hands with soap and water and/or sanitizer before and after putting on the mask/cloth face covering.
- Inspect the mask/cloth face covering for any damage (e.g. ripped, torn, etc.).
- Identify the top and front side of the mask/cloth face covering.
- Ensure there are no gaps between your face and the mask/cloth face covering, and avoid touching it when in use.
- Ensure that the mask/cloth face covering covers your mouth and nose

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#### How to remove a mask / cloth face covering

- Wash your hands before and after removing your mask/cloth face covering, and do not touch your face while removing your mask/cloth face covering.
  - Remove it from behind by holding ear loops or head straps, do not touch the front of mask/cloth face covering.
  - Visually inspect the mask/cloth face covering. Carefully fold the mask/cloth face covering so that the outer surface is held inward and against itself.
  - Keep it in a clean, breathable container such as a paper bag between reuses.
  - Damaged masks/cloth face coverings are to be disposed in regular covered waste bins.
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### A1.2 How to wash cloth face coverings

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#### Using a washing machine

- Launder items with soap or detergent, using the warmest appropriate water setting and detergent quantity as specified by your washing machine.
  - Dry items completely on low setting to avoid shrinkage.
  - Wash your hands with soap and water, or use an alcohol-based hand rub upon completion.
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### Hand Washing

- Clean the basin, plug the drain with a stopper and fill the basin with warmest water (be careful to test water as to not to scald yourself)
  - Add about a teaspoon of detergent to the water. You may need more if you're handwashing multiple items.
  - Fully submerge the item and agitate it with your hands for a few minutes. Stick to swishing and squeezing motions, since scrubbing, twisting, or rubbing could stretch or damage the fabric. Then, let the laundry soak for three to four minutes.
  - Rinse with clean water.
  - Drain the sink and refill it with cool rinse water. Swish the clothes around to remove most of the soap. If necessary, drain and refill the sink to remove all soapy residue.
  - Finish by rinsing the laundry under running water.
  - Dry handwashed item by squeezing out excess water from the item. Be careful not to twist or wring the laundry because this could stretch and ruin the fabric. Hang or lay flat until completely dry.
  - Wash your hands with soap and water, or use an alcohol-based hand rub upon completion.
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