Sample Policy

Draft Policy for Mandatory Masks in Apartments and Condominiums

1 Mandatory Masks or Face Coverings
   1.1 Due to the COVID-19 pandemic, masks or face coverings are mandatory in all common areas of this building, located at __________.  
   1.2 As of August 5, 2020, every person entering the building or any enclosed common area must wear a mask at all times. This applies to everyone, including residents, visitors or staff.  
   1.3 The mask or face covering must cover your mouth, nose and chin. 

2 Exemptions
   2.1 Some people do not need to wear a mask or face covering. This includes children under age two, people who have medical conditions that prevent them from wearing a mask, and/or people who are unable to place or remove a mask without assistance. They do not need to provide proof for their exemption. 

3 Signage
   3.1 To ensure residents and guests are aware of the requirement, signs will be posted at all entrances to common areas, including the lobby, elevators, laundry rooms and gyms.  
   3.2 Each sign will have the following information on it: All persons entering or remaining in enclosed common areas on these premises shall wear a mask or face covering which covers the nose, mouth and chin, as required under City of Toronto By-Law 541-2020. 

4 Training
   4.1 All staff working in the building will be trained on this policy. 

5 Questions
   5.1 Questions relating to this policy can be directed to: ____________ (add name and phone number for building contact)