



Date: September 2, 2020

To: All Staff

From: Nazeema Shaheed-Singh on behalf of Holman Management Team

Re: Amendment 1.1 to Employee Mask Policy

At Holman, we want to ensure that we are doing our part to help stop the spread of COVID-19, and with children heading back to school we have made the decision to update our employee mask policy. This change is due to the increased contact amongst individuals, families and groups once children return to school.

Commencing Tuesday September 8th we will require all employees to wear a mask or face shield when in all common areas. Common areas are all areas outside of your personal work space, i.e. desk, cubicle, office or work bench. The mask or face covering should cover your nose, mouth and chin, without gapping.

Wearing a mask or face covering is an additional measure we can all take to reduce the spread of COVID-19 and keep each other safe.

This addendum has been added to the Infectious Disease Policy, under the "Use of Mask" section. A copy can be found on the server - S:\HUMAN RESOURCES DOCUMENTS\Covid 19.

Please reach out to me directly with any questions.