

Face Mask and Physical Distancing Requirements for Office Spaces

In all UHN office environments (both owned spaces and leased spaces) regardless of location or use, when 2 metre physical distancing cannot be maintained, face masks must be worn at all times.

Alcohol based hand rub (ABHR) must be provided at each work station so that individuals can perform hand hygiene before donning and after doffing face masks.

Private Offices

- When in a private office working alone, a face mask may be removed.
- When leaving the office for any reason (washrooms, coffee, printing etc), the face mask must be donned prior to leaving the office.
- If 2 or more people are meeting in a private office, face masks must be worn unless a minimum of 2 m distance between meeting participants can be maintained at all times.

Shared Offices

- When two or more people share a single office space, face masks must be worn unless a minimum of 2 m distance can be maintained.
- If a 2 m distance between occupants can be maintained in a shared office, face masks may only be removed once seated at a desk.
- Masks must be donned when getting up from the desk or leaving the office for any reason (washrooms, coffee, printing etc).
- If only one person is in the shared office at any given time, the face mask may be removed. However, if the other occupant should arrive at the shared office and a physical distancing of 2 m is not possible, face masks are to be donned immediately and maintained while the office is being used by multiple occupants.

Open Office Spaces (workstations)

- When staff are moving around open office spaces, masks must be worn at all times.
- If an individual work station has physical barriers that fully separate the workstation from adjoining workstations (in-front or beside), then the face mask may be removed after staff have seated at the workstation. The physical barrier separation must extend well above the seated person's head. This is expected to be approximately 4-5 feet from the floor but will depend on the particular setting.
- If an individual needs to leave the workstation for any reason (washrooms, coffee, printing, etc), the face mask must be donned prior to standing up.

Hoteling Work Spaces (offices and/or workstations)

- When using a hoteling work space, whether an office or a workstation, the touch point surfaces should be disinfected before use and when leaving the space for the day. This includes all shared equipment (keyboard, mouse, telephone, etc).
- Managers responsible for hoteling spaces must ensure that appropriate disinfectant materials are easily and readily available for hoteling spaces to be disinfected by the staff using the spaces.
- The above requirements for use of a face mask apply to the respective hoteling type space.