



VIA Rail Canada Directive #MASK-01EN  
**Directive – Mask**

**Procedure owner:** Bruno Riendeau

**Effective date:** July 25<sup>th</sup>, 2022

## 1 OBJECTIVE

Provide guidelines to VIA Rail employees, contractors, and visitors regarding the wearing of masks in the workplace to protect employees and customers from aerosol-transmissible diseases.

## 2 SCOPE

This directive applies to all VIA Rail employees including full-time, part-time, contract employees, consultants, contractors, visitors, and students/interns who work for VIA Rail.

## 3 DEFINITIONS

<b>Employee</b>	All employees, including full-time, part-time, contract employees, consultants and students/trainees who work for VIA Rail.
<b>Contractors</b>	Means any company or individual with which VIA Rail has contracted to provide materials or labour to perform a service on a VIA Rail premises, including contractors, suppliers, service providers, sub-contractors, consultants, contracted employees, and consultant employees.
<b>Visitors</b>	All visitors who come to VIA Rail's premises for the purpose of accessing VIA Rail facilities, that are not contractors nor passengers.
<b>Mask</b>	The mask must be provided by VIA Rail and bear the mention: medical mask or surgical mask and the mention of compliance with the ASTM F2100 standard or the EN 14683 type IIR standard.

## 4 RESPONSABILITIES

<b>Employee, Contractors &amp; Visitors</b>	<ul style="list-style-type: none"><li>• Employees, contractors, and visitors must read, understand and comply with all requirements set forth in this directive.</li></ul>
<b>Supervisor &amp; Managers</b>	<ul style="list-style-type: none"><li>• Provide employees, contractors and visitors with the latest health emergency management requirements and ensure they understand their responsibilities</li><li>• Monitor compliance with requirements</li></ul>

## 5 DIRECTIVES

### 5.1 Wearing a mask - General

1. Wearing a mask in the workplace is accepted for all employees, contractors or visitors whatever reason.
2. Employees, contractors and visitors who wish to wear a mask in the workplace must respect the following conditions on wearing a mask:



- a. Only the medical mask provided by VIA Rail Canada is accepted.
  - b. Reusable masks that are not approved by VIA Rail are not accepted.
  - c. Wearing a medical mask is accepted unless it compromises the health and safety of the employee in the performance of a specific task requiring respiratory protection other than a medical mask.
3. Wearing a mask is strongly recommended when employees show the following signs or symptoms:
- a. Fever,
  - b. Cough (new or worsening)
  - c. shortness of breath,
  - d. Difficulty breathing,
  - e. Sore throat,
  - f. Runny nose or nasal congestion (stuffy nose) of unknown cause,
  - g. Other flu or COVID19 symptoms.

## 5.2 Wearing a mask – Required Mandatory

1. In certain situations, wearing a mask in the workplace may become mandatory for an indefinite period at the request of federal, provincial or local public health or any other entity governing VIA Rail Canada.
2. **Since March 2020, Transport Canada has made it mandatory to wear a mask on board VIA Rail trains and at stations. All employees, contractors, and visitors, as well as passengers must comply with the obligation to wear a mask.**
3. Any changes to paragraph 5.2 will be updated directly in this directive and the changes tracked in section 9.2.

## 6 SUPPORTING DOCUMENTS

### 6.1 Annexes

This directive contains the following annexes:

**Annexe A:** Annexe A - Instructions port du masque jetable - Employés.pdf

**Annexe B:** Annexe B - Poster port du masque.pdf

## 7 REFERENCES


[Flu \(influenza\): Symptoms and treatment - Canada.ca](#)

[Coronavirus disease \(COVID-19\) - Canada.ca](#)

## 8 REQUESTS FOR INFORMATION

Questions regarding the interpretation of this directive should be directed to the Safety and Environment department, to the attention of:

Bruno Belanger



Conseiller Principal, Gouvernance et Conformité en matière de sécurité  
438-355-7225  
[Bruno\\_Belanger@viarail.ca](mailto:Bruno_Belanger@viarail.ca)

## 9 APPROVAL AND REVISION HISTORY

This directive must be reviewed by the directive manager each year or when a new epidemic warrants it.

### 9.1 Approbation

The procedure version 1.0 has been approved and entered into force on the date below:

Bruno Riendeau  
**Directeur, Sécurité et Environnement**

July 25, 2022  
**Date**

### 9.2 Revision History

Version	Description of major change(s)	Effective date
1.0	<i>New guidelines</i>	<i>Date</i>