

On behalf of AVP Human Resources

### **Important COVID-19 Update on face coverings**

In response to the recent COVID-19 outbreak in the Kingston region, Queen's is strongly encouraging employees and students currently on campus to wear a face covering in all common areas, particularly in spaces where maintaining physical distancing is challenging.

To support this important safety measure, Queen's has purchased two cloth face masks for each employee. These masks will be distributed to employees as they are permitted to return to campus as part of a phased return to regular operations. Please refer to [guidelines](#) for current information on who is currently allowed to be attending the Queen's campus.

At this time, Queen's is also complying with the [new order](#) from KFL&A Public Health requiring everyone to wear a face covering while inside a public facing commercial establishment. This currently applies to employees and customers in just a few areas of campus, including the Queen's Centre and the Agnes Etherington Art Centre, which has been approved to reopen shortly.

Protecting the health and safety of those on campus, as well as of the broader Kingston community, is the university's primary concern. It is important to note the local community and Queen's are safe despite the recent increase in local cases. As always, everyone in the campus community is strongly encouraged to remain calm and vigilant and to follow the latest infection prevention and control measures provided by [KFL&A Public Health](#). In addition to wearing a face mask, it's important everyone carries out a range of health and safety actions, including frequent hand-washing, using hand sanitizer, avoiding touching your face, disinfecting high-touch surfaces, and self-monitoring for COVID-19 symptoms. Everyone is also strongly encouraged to practice physical distancing of two metres (six feet), limit the size of groups, and avoid confined spaces, like elevators. More information on measures in place at Queen's is also available on the university's [COVID-19](#) website.

### **Information on face mask distribution**

Cloth masks can be picked up by Queen's employees at the Queen's Postal & Print Services (QPPS) office in Fleming Hall, Jemmett Wing, Room 001. Employees are reminded to practice physical distancing as there are others picking up mail and/or COVID supply packages. As this building is not considered accessible, if you need assistance please contact QPPS at (613) 533-6305 and your items will be delivered curbside to your vehicle.

At this time we ask that only those authorized to be [on campus](#) pick up their cloth masks. Strategic Procurement Services will work with Faculties and departments on a broader distribution plan as campus operations are approved to resume.

Employees can also use their own masks or face covering.