**Business Letterhead**

**FACE MASK AND SHIELD/VISOR STORE POLICY**

**Scope and purpose of this policy**

The purpose of this policy is to maintain the health and safety of insert trading name’s employees and customers, as that is its most important priority.

This policy applies to the employees of insert trading name.

This policy is effective from the date it is provided to you and will remain operative until revoked or amended by insert trading name at its own discretion.

**When are you expected to wear face masks?**

As an essential service during the current dire circumstances, we have certain obligations to maintain the social distancing (1.5 metres) and follow the density quotient rules.

Additionally, given the nature and spread of the virus, insert trading name requires you to wear a face mask and/or face shield/visor whilst at work, as it may be difficult at times to keep 1.5 metres due to the nature of your work.

Such direction is lawful and reasonable, particularly in line with the Government’s advice regarding the number of COVID-19 cases occurring.

insert trading name believes that face masks and/or face shields/visors provide an added layer of protection and help reduce community transmission.

**Face masks**

Face masks must be used throughout the duration of the whole shift.

Please carefully read and follow the attached Annexure A for instruction on how to put on, wear, remove and dispose of the mask, sourced from Safe Work Australia. You must undertake “fit testing” to ensure the mask is effective and providing you and others protection before commencing work.

Face masks must be cleaned or replaced (if using a disposable surgical face masks) either: (a) when they appear to be damaged, soiled, saturated or torn, in a private setting, not in the presence of anyone; or (b) at the conclusion of your shift, once you have left the premises.

You must ensure that you properly use the face mask.

**Exceptions**

We understand that there may be personal circumstances that prohibit you from being able to wear a face mask.

If you are seeking to be exempted from wearing a mask, we require that you provide us with evidence in support of your request that would reasonably satisfy our expectations.

In the instance that you are exempted from masks, insert trading name may reasonably and lawfully direct you to wear a face shield/visor instead. Once again, if you are seeking to be exempted from wearing a face shield/visor, we require that you provide us with evidence in support of your request that would reasonably satisfy our expectations. At which point, a declaration must be signed by you and returned to insert trading name.

Employees who wish to consume food or drink during this meal breaks may remove their mask or shield/visor to do so, provided they are at least 1.5 meters away from others and have practised good hand hygiene.

**Face shields/visors**

There are some different rules surrounding face shields/visors in addition to the above, which are as follows, they:

* are not single use, but are reusable by only you;
* must be cleaned with soap and disinfected after each use;
* must always be in the “down” position whilst in the premises;
* must be stored in a clean space and transported in a plastic bag;
* must be replaced if they are damaged, cracked or broken;
* must have the forehead band sit approximately between 0.5 to 1 inch above your eyebrows, with the bottom of the chin being below your chin; and
* must not be recklessly, negligently or intentionally misused.

**Further Information**

If you require further information regarding the use of face masks and shields/visors, please visit <https://www.health.gov.au/sites/default/files/documents/2020/05/the-use-of-face-masks-and-respirators-in-the-context-of-covid-19.pdf>.

Please also feel free to speak to insert name regarding any concerns or this policy.

**Failure to abide by this policy**

Any failure by an employee to abide by all or any of the conditions of this policy will be subject to disciplinary action, including termination of employment.

Kind regards,

**Management.**

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## WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge that I have read insert trading name’s policy on face masks and shields/visors and have been given a copy of the policy for my records.

I confirm that I understand the information contained in the policy and agree to comply with the terms of the policy.

I understand that breach of this policy may lead to either: disciplinary or where appropriate, further action being taken.

Signed by: …………………………………………………….

Employee Name: …………………………………………………….

Dated: …………………………………………………….

**Annexure A – How to Put on and Remove Face Masks**

## How to put on a face mask

1. Clean your hands thoroughly with soap and water (for a minimum of 20 seconds) or hand sanitiser before touching the mask or removing it from its packaging. Dry your hands and make sure you do not touch any surfaces before you get your mask (like opening a door).
2. Remove a mask from its packaging and make sure the mask has no obvious tears, holes or faults. Avoid touching the front of the mask.
3. Identify the top of the mask (generally it has a stiff bendable edge that will mould to the shape of your nose) and the front of the mask (normally a mask is coloured on the front) with the white side towards your face.
4. If your mask has ear loops, hold the mask by the ear loops and place a loop around each ear. If your mask has ties bring the mask to nose level and place the ties over the crown of your head and tie with a bow (leave the bottom set of ties at this time).
5. If your mask has a band, hold the mask in your hands with the nose piece or top of the mask at your fingertips, the headbands will hang loosely below your hands, then bring the mask to your nose level and pull the top strap over your head to rest on the crown of your head, then pull the bottom strap all the way over your head to rest at the nape of your neck.
6. Pinch the stiff nose piece to the shape of your nose.
7. If your face mask has ties take the bottom ties (one in each hand) and tie at the nape of your neck with a bow.
8. Adjust the bottom of the mask over your mouth and under your chin.

## How to remove a face mask

1. Clean your hands thoroughly with soap and water (for a minimum of 20 seconds) or hand sanitiser before touching the mask or removing it from its packaging. Dry your hands and avoid touching the front of the mask as it is a contaminated surface.
2. If you are wearing gloves you should remove your gloves and wash your hands before removing your mask. See our information on Gloves for how information on how to remove your gloves.
3. Only touch the ear loops, ties or bands.
4. If your mask has ear loops hold both of the ear loops and gently lift and pull the mask away from you and away from your face.
5. If your mask has ties untie the bottom bow first (at the nape of your neck), then untie the top bow and pull the mask away from your face as the ties are loosened.
6. If your mask has bands lift the bottom strap over your head first, then pull the top strap over your head and pull the mask away from you and away from your face.

1. Throw the mask in a sealed bin. Some masks must be disposed of in a biohazard bin if they have obvious contamination.
2. Clean your hands thoroughly with soap and water (for a minimum of 20 seconds) or hand sanitiser.

*Information sourced from Safe Work Australia*