

### **(Company Name) Company PPE policy**

As part of our concern for the safety of our customers we have introduced measures to minimise any risk of our operators or machines transferring coronavirus particle to our customers.

*(We check the temperature of each operator before they start on their daily route to ensure they are not suffering symptoms of coronavirus.) Optional*

We have reinforced our hygiene training and have adapted routes to ensure operators have time to wash their hands before and after each site visit.

We have equipped each operator with hand sanitiser and have ensured they always have sufficient pairs of disposable gloves.

We have equipped each operator with disposable/ washable face masks/ visors for use when visiting sites and have trained them in their use.

We have modified our machine hygiene procedure to include a final wipe with an alcohol wipe to remove any virus from the surface of the machine and, in particular, the key pad and the collection area.

### **Personal Protective Equipment Protocol**

When you enter a site you must wash your hands with soap and water if possible and you should put on your face protection if required. If you cannot use soap and water, you should clean your hands with sanitiser. Client procedures for the wearing of PPE need to be adhered to.

Disposable gloves are to be worn when working on a machine.

Face masks are used to protect the environment from the wearer, not the wearer from the environment.

The company issues all operators with disposable face masks. These are for use on one site as required and should be disposed of carefully after use.

**or**

The company issues all operators with a reusable face masks which are designed for multiple use and should be washed at the end of the day.

The face masks are to be worn on site only; they are not to be worn when driving between sites.

Face masks are not a substitute for good practice such as social distancing and regular hand washing

### How to put on a face mask

1. Clean your hands with soap and water or hand sanitiser before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mould to the shape of your nose.
4. Determine which side of the mask is the front. The coloured side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Follow the instructions below for the type of mask you are using.
  - **Face Mask with Ear loops:** Hold the mask by the ear loops. Place a loop around each ear.
  - **Face Mask with Ties:** Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - **Face Mask with Bands:** Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mould or pinch the stiff edge to the shape of your nose.
7. Pull the bottom of the mask over your mouth and chin.

**Clean your hands with soap and water or hand sanitiser.**

### How to remove a face mask

1. Clean your hands with soap and water or hand sanitiser before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. **Face Mask with Ear loops:** Hold both ear loops and gently lift and remove the mask.
3. **Face Mask with Ties:** Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. **Face Mask with Bands:** Lift the bottom strap over your head first then pull the top
5. Dispose of the mask in the agreed way.

**Clean your hands with soap and water or hand sanitiser.**

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### How to dispose of a face mask

After completing the daily tasks on site, the mask should be removed along with any discarded disposable gloves used. Another indication when a mask needs to be disposed of is when it becomes extremely moist. Moisture in a mask may be a result of the wearer's own saliva and fluids or from outside factors either way, the disposable mask's layers start weakening from moisture, rendering it ineffective.

Simply taking it off and throwing it in the bin will not do for disposable face masks that have already been used for the day. First, prepare a bag or a container with a lid on that can be sealed entirely, or something easily like a zip lock bag.

The reason for taking precautions at this step is to prevent unnecessary contact with all the elements that have contaminated the mask since its exposure. Drop it into the bag or container and seal properly before disposal in the appropriate receptacle back at the office. Proceed to handwashing and sanitising afterward.