

Mask & Glove Safety

A face covering must be worn in all stores in line with the customers unless the colleague falls into an exemption group and this includes behind the counter and in the back of house. The only exceptions to this are;

- You are medically exempt and are wearing a Sunflower lanyard following a discussion with your line manager
- You are eating or drinking
- You are working as a sole occupant of a PO fortress.

You may wear the masks provided or a face covering of your choice, however it is essential that these will not cause offence to the customers. All face coverings must be close fitting around the nose and mouth. Visors are no longer permissible however, if you are medically exempt but feel that you are able to wear a visor, you can do so but you must still wear a Sunflower lanyard.

Below is some guidance on how to safely put on and take off masks, and it is essential that these are followed to minimise your risk of contamination

How to put on a face mask

- Clean your hands with soap and water or hand sanitiser before touching the mask.
- Remove a mask from the container (if disposable) and make sure there are no obvious tears or holes in either side of the mask.
- 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 mold to the shape of your nose.
- Determine which side of the mask is the front. The front of the mask has the metal nose clip.

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.

1. Mold or pinch the stiff edge to the shape of your nose.
2. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
3. Pull the bottom of the mask over your mouth and chin.

Disposable face masks should be used once and then discarded and be placed into normal waste. There is no longer a need to double bag them unless you believe it could be contaminated.

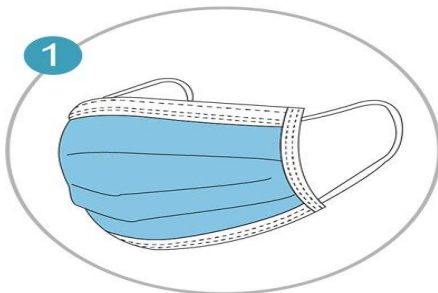
For washable and reusable masks, you must ensure that you wash them in line with the washing instructions, but always on the hottest setting possible for the material.

You should also remove and replace masks when they become moist. Current guidance advising that this should normally be every 3-4 hours

How to remove a face mask

- It is a mandatory requirement that you 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.
- **Face Mask with Ear loops:** Hold both of the ear loops and gently lift and remove the mask.
- **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.
- **Face Mask with Bands:** Lift the bottom strap over your head first then pull the top strap over your head.

WEAR MASK PROPERLY



1. Keep face dry and perform hand hygiene before putting on a mask, take a mask out.



2. Position the elastic bands around both ears.



3. Extend the mask to fully cover mouth, nose and chin, make sure there are no gaps between your face and the mask.



4. Mould the metallic strip over nose bridge.

Gloves

Wearing gloves does not remove the need to have excellent hand hygiene and to wash your hands regularly for more than 20 seconds and current advice still remains that regular handwashing is the best way to stop the spread of the virus.

A gloved hand can spread bacteria and viruses if you use the same glove for lots of activities so it is essential that you still refrain from touching your face with a gloved hand.

When changing gloves regularly, it is important that you always wash your hands before putting on gloves and that you follow guidance on how to take off gloves to minimise the risk of contaminating your hands whilst doing so as shown below;

