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This policy applies to all College activity including ESF contracts.

ARRANGEMENTS FOR FACE COVERINGS DURING COVID-19 PANDEMIC

1. INTRODUCTION

- 1.1. This policy sets out the policy on the wearing of face coverings (including masks and other PPE) during the COVID-19 pandemic.
- 1.2. This policy is subject to change following any alteration in government advice.

2. FACE COVERINGS

- 2.1. Government guidance strongly encourages the wearing of face coverings in enclosed spaces where social distancing is not possible and where you will come into contact with people you don't normally meet.
- 2.2. To reflect this advice, the College **expects** that face coverings will be worn by staff, students and visitors at all times (with exceptions detailed within protocols under 3.1 of this document) whilst inside College buildings.
- 2.3. A face covering can be a simple fabric covering that covers your mouth and nose; this should not be confused with Personal Protective equipment (PPE) such as Filtering Face Piece (FFP3 rated) masks, surgical masks or respirators.
- 2.4. As a minimum, a fabric face covering will be expected. More information on types of face covering is given in section 7.
- 2.5. Alongside Face Coverings, social distancing, hand washing and respiratory hygiene are the most important and effective measures we can all adopt to prevent the spread of coronavirus.

3. PROTOCOLS

- 3.1. Face coverings should be worn by all staff, students or visitors when inside College buildings with the following exceptions:
- i) When you are alone in a room or socially distanced (i.e 2m+) from other people.
 - ii) When you are eating or drinking.
 - iii) If you have a medical condition (mental or physical) that makes wearing a face covering difficult.
 - iv) If you are engaged in work where wearing a face covering would introduce a more significant hazard.
 - v) Where a risk assessment identifies alternative arrangements (including PPE), they should be used instead of face coverings.
 - vi) Work within one of the College Nurseries.
- 3.2. Standard face coverings and other PPE will be provided by the College for staff where this is identified within risk assessments.
- 3.3. In situations where social distancing cannot be adhered to and there is either another potential health and safety or practical reason why individuals have to be in close proximity, such as in workshops or salons, or where sector practice necessitates it, **face coverings will be a requirement. Failure to comply with this requirement will be a disciplinary matter.**

4. OTHER PROTECTIVE EQUIPMENT

- 4.1. PPE such as surgical or FFP masks should be used instead of face coverings only where specified through a risk assessment.
- 4.2. Nitrile or other protective gloves are not required for general use and are not recommended as a day-to-day precaution against COVID-19. Hand washing or sanitising remains the best personal hygiene measure to protect yourself.
- 4.3. Perspex screens will be installed in areas such as reception desks, hubs and pay points to provide extra separation.
- 4.4. Visors are often used in conjunction with face coverings, but can be used as a standalone measure in for example, teaching situations and for those staff working with hearing impaired. Visors will be provided for those teaching staff, and any support staff, where it is identified that wearing of face masks/coverings would interfere with teaching or engagement with students, or whether there is another identified reason.

5. FACE TO FACE TEACHING

- 5.1. Students should wear face coverings during classes and circulation around College. They are expected to provide their own personal covering; these will not be provided by the College. A stock of disposable face coverings will be held within Student Services for those students who do not possess one to buy at a cost of £0.50. Where students cannot wear a face covering due to their individual



circumstances, but would be required to do so under paragraph 3.3, an individual risk assessment must be undertaken to define suitable control measures.

- 5.2. Lecturers should wear a face covering or a visor unless their personal circumstances prevent them from doing so, in which case, an individual risk assessment will be required.

6. HOW TO WEAR A FACE COVERING

- 6.1. Wash your hands thoroughly with soap and warm running water for 20 seconds, or use hand sanitiser before putting a face covering on, and after removing it.
- 6.2. Ensure the face covering covers your mouth and nose. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- 6.3. Change and/or wash your face covering daily. If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in general waste after one usage. Waste Bins will be situated at Building Exit points. **Do not litter under any circumstances or put in recycling bins**
- 6.4. If you take a covering off for use later, store it safely in a sealable plastic bag, such as those used for toiletries in airports or a sealable sandwich bag clearly labelled for a mask. Do not leave on shared surfaces.
- 6.5. If wearing a visor, this can be worn multiple times. It is recommended that this is cleaned after usage with anti-virus spray or wipes provided around the College and the Visor should not be shared under any circumstances.

7. GUIDE TO FACE COVERINGS

<p>Face Covering</p>		<p>This could be a cloth designed covering or snood and is to be worn around campuses by staff, students or visitors.</p> <p>This design will protect other people by reducing particle spread.</p>
<p>Surgical Mask</p>		<p>These fluid resistant masks are to form part of the First Aid PPE (please see First Aid Guidance policy document)</p> <p>These masks protect both wearer and others.</p>

FFP Mask		<p>To be worn only when recommended by a Risk Assessment and requires a face fit test.</p> <p>Protects both wearer and other people.</p>
Visor		<p>Can be worn as alternative to masks.</p> <p>Protects the wearer and not others so usage only where social distancing can be maintained.</p>

8. DISPOSAL OF FACE COVERINGS

- 8.1. Face coverings and PPE should be disposed of within General Waste Bins located around the Campuses. These will be highlighted with signage. Under no circumstances should PPE be disposed of in recycling bins or littered around site.
- 8.2. For details of disposal please see accompanying policy HS044a.

9. COMMUNICATION AND REVIEW

- 9.1. This policy will be reviewed at least annually by the Senior Leadership team and Health and Safety Committee, but may be amended sooner if Government advice changes.
- 9.2. The policy will be available on SharePoint; the main messages will also be communicated to students through the induction process.