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	1-SHERQ-F-F55-04-04	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				1
	TITLE:	WORKPLACE PROTOCOL-USE OF MASKS AND GLOVES			
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 1 of 1

1. **Purpose**

The purpose of this protocol is to give guidance on the use of masks and gloves required during the COVID-19 pandemic.

2. **Procedure**

2.1. **The use of masks**

When working on THE premises, it is mandatory to wear a facial cloth mask.

2.1.1. **How to use a cloth mask**



- ✓ Start of the new shift ensure that a new/cleaned mask is collected;
- ✓ Before touching the mask, clean your hands with either sanitiser or washing with soap and water;
- ✓ Inspect your mask for tears or holes;
- ✓ Fit the mask on your face and place the ear loops around your ears or tie at the back of your head;
- ✓ Adjust the mask over your face, covering your mouth, nose and chin;
- ✓ Do not remove the mask during the day except for lunch breaks.

2.1.2. **How to remove a cloth mask**

- ✓ Before touching the elastics/ties, clean your hands with either sanitiser or by washing with soap and water;
- ✓ Remove elastics/ties from behind ear/head and remove the mask by keeping it away from your face;
- ✓ During lunch breaks store the mask in a safe/clean area to avoid contamination and follow the '**How to use a mask**' process before returning back to work;
- ✓ End of shift place the used mask in the designated laundry bins;
- ✓ All masks will be delivered to the laundrette and collected the day after depending on demand.

2.1.3. **How to use an FFP2 mask (only to be used when the activity demands)**

- ✓ Start of the new shift ensure that a new FFP2 mask is collected;
- ✓ Before touching the mask, clean your hands with either sanitiser or washing with soap and water;
- ✓ Inspect your mask for tears or holes;
- ✓ The top part of your mask is where the metal piece is situated which can bend;
- ✓ Fit the mask on your face and place the elasticated loops around your head;

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- ✓ Pinch the metal plate on top to ensure the mask is fitted correctly over your nose;
- ✓ Adjust the mask over your face, covering your mouth, nose and chin;
- ✓ Do not remove the mask during the day except for lunch breaks.

2.1.4. How to remove the FFP2 mask

- ✓ Before touching the elastics, clean your hands with either sanitiser or by washing with soap and water;
- ✓ Remove elastics from behind ear/head and remove the mask by keeping it away from your face;
- ✓ During lunch breaks store the mask in a safe/clean area to avoid contamination, and follow the 'How to FFP2' & FFP2' process before returning to work;
- ✓ End of the shifting place the used mask in the designated '**Biologica**' hazard' bin for disposal.

2.2. The use of gloves

As per the WHO guidelines, the best way to prevent the spread of the COVID-19 virus is to clean your hands with a sanitiser or to wash your hands with soap and water.

Surgical gloves shouldn't be worn unless for attending to first aid incidents; first aiders should be trained in the proper use thereof.

Gloves must only be used when the activity demands the wearing of a specific type of hand gloves. Refer to your activity accurate risk assessment for more information.

Revision Records

Originated by:	Andreas B Burger (MBA)	Approved by:	CEO
Revised by:			

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01	May 2020	Created	ABB			PC
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