



POLICY

WEARING OF FACE COVERINGS

1. Introduction and Scope

- 1.1 RBLI is committed to ensuring that all staff and visitors at RBLI are operating within a COVID-19 safe environment. RBLI is also committed to ensure that it can do all that is reasonably practical to minimise the risk of infection amongst individuals operating on RBLI premises.
- 1.2 RBLI has and will continue to take advice from government guidelines on the best way to ensure COVID safety in the workplace.
- 1.3 Taking into consideration the latest government guidance, RBLI has decided that face covering must be worn in all communal areas on RBLI premises unless an exception has been agreed by RBLI management.
- 1.2 This policy applies to all staff, volunteers, visitors and customers who are operating on a RBLI property.

2. Employee Responsibilities

- 2.1 **All employees have a responsibility to:**
 - 2.1.1 ensure they have an adequate face covering and wear this at all times in communal areas – if you do not have one you should discuss with your line manager
 - 2.1.2 maintain all appropriate COVID-19 safety requirements even whilst wearing a mask, including but not limited to social distancing measures
 - 2.1.3 remind and challenge other employees and visitors who are not wearing a face covering
 - 2.1.4 report serious or persistent breaches of this policy to their line manager

3. Locations Where Face Covering are Applicable

- 3.1 RBLI have been monitoring the government advice and World Health Organisation advice regarding the use of face coverings. In the light of the Government extension to the requirements to wear face coverings in public areas, it is RBLI policy that the wearing of face coverings will be mandatory in all communal areas of RBLI premises.
- 3.2. The mandatory requirement to wear a face mask is a requirement in all RBLI premises including RBLI offices, care facilities, factories and shared areas.
- 3.3 The mandatory requirement to wear a face mask applies to all locations including Aylesford, Erskine, Leatherhead and all other remote offices and workplaces.

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- 3.4** Face coverings should be worn when entering and exiting the building, and anywhere else where there is a compulsory face covering sign displayed. Communal areas include corridors, kitchens, rest rooms, multi occupancy toilets, staff rooms/hubs.
- 3.5** In all factory locations, face coverings must also be used when moving around the site and in any compulsory face mask/face shield zones
- 3.6** For the avoidance of doubt staff will not be required to wear face coverings whilst sitting at their desks.
- 4. Appropriate Face Coverings**
- 4.1** The face covering must be adequate to cover both your nose and mouth which can include:
- Single Use (disposable)
 - Reusable
 - Surgical face mask
 - Face shield
- 4.2** RBLI will provide single use face covering if you do not have one.
- 5. How to wear and look after a face covering**
- 5.1 A face covering should:**
- 5.1.1** cover your nose and mouth while allowing you to breathe comfortably
- 5.1.2** fit comfortably but securely against the side of the face
- 5.1.3** be secured to the head with ties or ear loops
- 5.1.4** be made of a material that you find to be comfortable and breathable, such as cotton
- 5.1.5** ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- 5.1.6** unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged
- 5.2 When wearing a face covering you should:**
- 5.2.1** wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- 5.2.2** avoid wearing on your neck or forehead
- 5.2.3** avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- 5.2.4** change the face covering if it becomes damp or if you've touched it
- 5.2.5** avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

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5.3 When removing a face covering you should:

- 5.3.1 wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- 5.3.2 only handle the straps, ties or clips
- 5.3.3 do not give it to someone else to use
- 5.3.4 if single-use, dispose of it carefully in a residual waste bin and do not recycle
- 5.3.5 if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- 5.3.6 wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

- 5.4 See appendix 1 attached for pictorial guides on the wearing of surgical masks and face visors/shields

6 Exceptions

- 6.1 It is acknowledged that certain individuals are exempt from the Government's compulsory use of face coverings and RBLI will apply the same exemptions. The exceptions include:

- 6.1.1 Individuals who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability;
- 6.1.2 Where putting on, wearing or removing a face covering will cause you severe distress

- 6.2 If you fall within one of these exceptions, or if there is any other reason why you consider that you would not be able to wear a face covering please notify your Line Manager. We will be issuing lanyards to all exempted employees to avoid any unwarranted misunderstandings by others.

7 Failure to comply with this policy

- 7.1 Actively refusing or consistently failing to wear a face covering in designated areas may be considered a breach of the Company's health and safety and disciplinary and appeal policies.
- 7.2 Consistent or wilful failure to wear a face covering may be considered gross misconduct and will be addressed accordingly in line with the Company's disciplinary policy.

This policy will be reviewed regularly to ensure compliance with statutory requirements. Any queries regarding this policy, or comments, should be addressed to your line manager or the HR department.



RBLI

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Originator's Signature:

Name:

Steve Sherry

Position in Company:

Chief Executive

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Appendix 1





HOW TO WEAR AND LOOK AFTER YOUR FACE VISORS



THE MODEL YOU HAVE BEEN ISSUED, MIGHT LOOK SLIGHTLY DIFFERENT



WHERE POSSIBLE LABEL THE VISOR WITH YOUR NAME



WASH YOUR HANDS BEFORE YOU PUT ON YOUR FACE VISOR



ENSURE IT FITS SNUG AROUND YOUR FOREHEAD AND IT COVERS YOUR MOUTH



DO NOT TOUCH THE VISOR WHILE USING IT, IF YOU DO, WASH / SANITISE YOUR HANDS



WHEN REMOVING THE VISOR, MAKE SURE THAT YOU ARE SOMEWHERE WHERE YOU CAN WASH OR SANITISE YOUR HANDS.

REMOVE IT BY THE STRAPS.

CLEAN THE INSIDE AND OUTSIDE OF THE VISOR WITH THE DETERGENT SUPPLIED.

ALLOW TO AIR DRY



DISPOSE OF ANY CLOTHS USED IN THE BIN

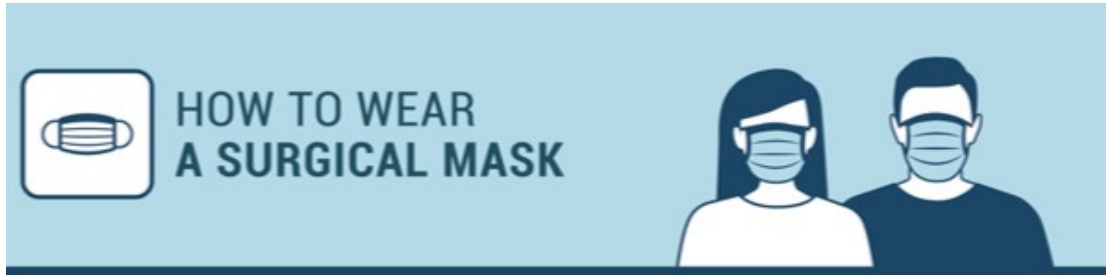


WASH YOUR HANDS AFTER YOU HAVE CLEANED YOUR VISOR



STORE IN SAFE PLACE

WEARING OF FACE COVERINGS



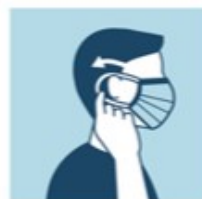
WASH YOUR HANDS BEFORE WEARING A MASK



ENSURE THE PROPER SIDE OF THE MASK FACES OUTWARDS



LOCATE THE METALLIC STRIP AND PLACE IT ON THE NOSE BRIDGE



SECURE THE STRINGS BEHIND YOUR HEAD OR OVER YOUR EARS



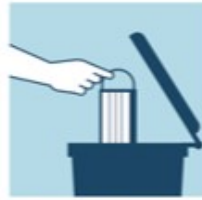
COVER MOUTH AND NOSE FULLY MAKING SURE THERE ARE NO GAPS



PRESS THE METALLIC STRIP TO FIT THE SHAPE OF THE NOSE



REMOVE THE MASK FROM BEHIND BY HOLDING THE STRINGS WITH CLEAN HANDS



DISPOSE THE MASK IN A CLOSED BIN WITHOUT TOUCHING THE FRONT



SURGICAL MASK PLACED CORRECTLY



DO NOT TOUCH THE MASK WHILE USING IT, IF YOU DO WASH YOUR HANDS



REPLACE THE MASK IF IT GETS DAMP AND DO NOT REUSE IT