Iechyd a Diogelwch
Cyngor Rhondda Cynon Taf, gweithio gyda chi, gweithio gyda'n gilydd

gweithio'n well
workwell

Health and Safety
Rhondda Cynon Taf Council, working with you, working together

COVID-19 AND THE WEARING OF FACE COVERINGS

INTODUCTION

In order to try and protect staff from the risk of transmission of COVID-19, the Council's Senior Leadership Team has made it a requirement for staff to wear a face covering in certain circumstances when attending work, for example, in communal areas of offices, or in the office itself if not working alone. Managers responsible for other work settings may also, as a result of a risk assessment, determine that the wearing of a face covering is necessary, for example, where social distancing cannot be maintained. Similarly, Head Teachers of schools may have determined via their school's COVID-19 risk assessment that staff (and possibly pupils over a certain age) are required to wear a face covering in certain circumstances when attending school, for example, when moving about the school between lessons. Any member of staff uncertain as to whether or not they are required to wear a face covering, or under what circumstances, should contact their manager / the school's Head Teacher, as appropriate.

In addition, some staff may choose to wear a face covering when attending work, even where there is no requirement to do so, as a means to try and protect themselves and others from the risk of COVID-19.

This document has been produced to provide guidance on the correct procedure to follow when using face coverings, whether that use is a Council requirement or a matter of personal choice.

GUIDANCE

- Wash your hands thoroughly with soap and water for 20 seconds (or use hand sanitiser) and dry thoroughly before putting a face covering on, and before and after removing it.
- When wearing a face covering, avoid touching your face or face covering as you could contaminate them with germs from your hands.
- Do not hang your face covering from the neck or pull down from the nose or wear on the forehead.
- Ensure your face covering is properly secured to your head and fits securely and comfortably to your face.
- Change your face covering if it becomes damp or damaged.
- Avoid taking your face covering off and putting it back on a lot.
- If your face covering is re-usable, wash it daily/in line with the manufacturer's instructions.
- If your face covering is not re-usable, dispose of it in your usual waste (do not recycle) and help keep Wales tidy.
- When removing your face covering, avoid touching the part in contact with your mouth and nose as it could be contaminated with the virus, and instead only handle the straps.
- Do not give your face covering to someone else to use.
- Continue to wash your hands regularly.

You can make face coverings at home and can find **guidance** on how to do this and use them safely.

Remember, washing your hands regularly and thoroughly with soap and water for 20 seconds (or using hand sanitiser) and practicing social distancing is the most effective way of reducing the transmission of COVID-19.