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Document Name:	COVID-19 Plan for Construction Site	Prepared By:	Jasmine Cheong
Revision:	02	Approved By:	Jim Tu

1. POLICY BRIEF & PURPOSE

The safety of our team members, trade partners and clients are always our top priority. This guideline is designed to prevent workplace exposure to COVID-19 and to minimize any impact on 8CON's workers, clients, subcontractors, the general public and on-site visitors.

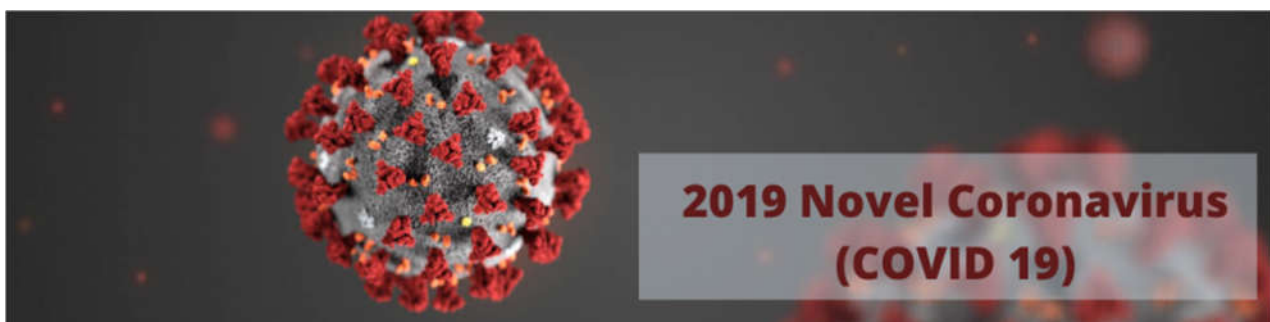
The **purpose** of this Guidelines is to:

- Provide direction to workers;
- Outline the steps to be taken to best provide a safe and healthy environment; and
- To identify the action available in the event of interruption to our workplace as a result of the coronavirus (COVID-19) pandemic.

The **objectives** are to:

- Prioritize the health and safety of workers and of their surrounding communities;
- Apply recommendations and best practices from Victorian Department of Health and Human Services (DHHS) and Victoria Construction Authorities to construction site;
- Establish and maintain a COVID-19 Pandemic Response Plan across construction sites;
- Foster open communication amongst stakeholders and ensure a respectful work environment.

This Guidelines incorporate guidance issued by the Victorian Government, Worksafe and the Victorian Department of Health and Human Services (DHHS). 8CON is continuously monitoring this situation and updates from the available sources.



2. SCOPE

This Guidelines apply to all personnel attending to 8CON's workplaces, including main office and construction site or project, whether management, workers, subcontractors or service providers.

3. POLICY ELEMENTS

A coronavirus infection can cause mild to severe respiratory illness. The most common coronavirus (COVID-19) symptoms reported are:

- Fever;
- Breathing difficulties and breathlessness;
- Cough;
- Sore throat;
- Fatigue or tiredness.

Coronavirus (COVID-19) is most likely to spread from person-to-person through:

- Close contact with an infected person (refer to *Item 19 Question No. 3* for close contact definition).
- Touching objects or surfaces (such as door handles or tables) contaminated by a person with the infection.

To assist with providing and maintain safe operations during coronavirus (COVID-19), the below measures are implemented where practical to assist in providing a safe and healthy environment at work:

- Screening workers coming to construction site;
- Workplace Mapping;
- Maximum number of workers allowed on site
- Physical Distancing;
- Hygiene;
- Shared tools, plant and equipment;
- Personal Protective Equipment (includes wearing a face mask);
- Common Areas;
- Inspections;
- Travel;
- General Communications;
- Delivery of Site Materials;
- Other measures.

4. SCREENING WORKERS COMING TO CONSTRUCTION SITE

To minimise the risk of transmission of coronavirus (COVID-19) at our workplaces, 8CON has implemented a screening process – declaration by workers on daily basis when they sign in to site. Screening should be conducted, whilst maintaining safe distances before entering site, by scanning the QR code located at each site entrance – construction site sign in form

Declaration is to be conducted by all workers (this includes any person who attend site), including current and new starters. Each and every worker must provide a declaration that they to the best of their knowledge:

- Have not been recently travelled to a country where COVID-19 (coronavirus) is spreading within the past 14 days;
- Have not been in close contact with people who have travelled to countries where COVID19 (coronavirus) is spreading within the past 14 days;
- Have not been in close contact with or cared for someone diagnosed with COVID-19 within the last 14 days;
- Have not experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing).

If a worker declares any of the above, they will not be permitted to enter construction site and site supervisor in charged will be notified.

All travellers returning from overseas to Victoria will be placed in Government enforced quarantine for a period of 14-days. If a worker has recently had close contact with a confirmed case, they need to:

- self-isolate at home for a period of 14 days and follow the self-isolation Guidelines;
- not attend work;
- contact their employer;
- seek urgent medical attention if they have symptoms consistent with COVID-19;
- not return to work until they have been cleared by a medical practitioner.

If a worker is **experiencing symptoms consistent with COVID-19 or had close contact with a confirmed case**, they must:

- not attend work;
- contact their employer for further advice; and
- not return to work until they have been cleared by a medical practitioner.

5. WORKPLACE MAPPING

In the event of a worker being confirmed as having COVID-19, those who are potentially affected need to be quickly identified.

8CON has implemented processes to record the schedule and work locations for workers, that enable tracing of those who have come into contact with the confirmed case. Worksites are arranged to reduce high traffic areas and allow physical distancing. This record includes:

- Day and time work were undertaken; and
- Nature of Trade and company name; and
- Name, mobile number and email address.

Detailed tracking of worker's status on-site and off-site are kept at all time with their privacy maintained.

Movement between sites should be minimised as much as possible. Where attending multiple sites is necessary, movement between sites must be recorded, i.e. **signing in and out at each construction site**.

6. MAXIMUM NUMBER OF WORKERS ALLOWED ON SITE

Under the Stage 4 restrictions, at 8CON, disregard the size of construction site, only a maximum of five workers (including supervisors) are allowed per site at all time. This includes 8CON employees, tradies and subcontractors. Site supervisor to prepare and maintain a list of trades that will be working on all our sites in the next six weeks.

7. PHYSICAL DISTANCING

Physical distancing of **at least 1.5 metres** should be implemented wherever possible. Where it is not possible to undertake work tasks and maintain physical distancing, the following measures are implemented:

- Minimise the number of workers involved in activities that need to occur within 1.5 metres of each other for prolonged period;
- Provide personal protective equipment such as face masks;
- Minimise close contact among workers, i.e. no hand shaking;
- Apply 1 person per 4 square metre rule in site office or in enclosed spaces.

All 8CON workers should maintain physical distancing **outside the work site** if it is necessary to leave the site and return, for example to purchase supplies, meal breaks or to attend meetings.

8. HYGIENE

Good hygiene practices and general cleaning helps with minimising the spread of coronavirus (COVID-19). Health information are displayed on notice board at the entrance of construction site.

8CON strives to make every effort to upgrade personal hygiene and minimise worker to worker contact and all workers must co-operate in all necessary measures to achieve these objectives. These measures include:

- Promote regular hand washing with soap for at least 20 seconds;
- Promote good etiquette by covering your cough and sneeze, or cough into you elbow or shoulder;
- Avoid touching nose, eyes or mouth;
- Provide hand sanitiser and disinfectant wipes in site office or site booth and hand washing stations in the site toilets;
- Strongly recommend all workers to maintain good hygiene if it is necessary to leave the site and return, for example to purchase supplies, meal breaks or to attend meetings;
- Encourage worker to perform thorough and regular sanitisation on workstation or common areas / surface.

9. SHARED TOOLS, PLANT AND EQUIPMENT

Workers should avoid the shared use of tools, plant and equipment wherever possible. Where it is not possible to eliminate shared use:

- Use cleaning products (i.e. disinfectant wipes or spray) provided where communal tools, plant and equipment are located;
- Workers to thoroughly wash or sanitise their hands before and after every use;
- Tools, plant and equipment (i.e. including handle, handrails) are wiped down before and after use.

The shared of desk, computers, phones and other devices should also be avoided. Where this is not possible, these items should be regularly disinfected.

10. PERSONAL PROTECTIVE EQUIPMENT

All workers are encouraged to use the correct PPE and not to share their PPE with others. Any non-reusable PPE should be properly decontaminated or disposed of at the end of every shift.

All workers are advised to:

- Wear a face mask when you are unable to maintain physical distancing;

- Wash and sanitise hands before putting PPE on and putting face protection on before gloves;
- Remove gloves before face protection, wash or sanitise hands after removing PPE and disposed of used PPE safely.

10.1 Face Masks

Effective from Wednesday, 22 July 2020 11:59pm, in Metropolitan Melbourne and Mitchell Shire, it's mandatory for everyone over the age of 12 to wear a mask or face covering when they leave their house for one of the four allowed reasons:

- Study of work – if you cannot work from home;
- Medical care and caregiving;
- Shopping for essentials;
- Daily exercise.

This rule applies to everyone in these areas, including people who live outside these areas but are visiting for one of the permitted reasons.

8CON has taken initiative to provide single use surgical face masks and pocket size hand sanitiser to all its workers and strongly recommended workers to use them when they come to work. No workers should share their PPE with others. Any non-reusable face mask should be properly decontaminated or disposed of at the end of every shift. For guidance on how to wear a face mask safely, please refer to *Page 22 & 23*.

At 8CON's construction sites, workers and subcontractors must put on a face mask whilst maintaining physical distancing of 1.5 metres apart from other. Failure to comply may result in a warning letter or Non-Conformance Report (NCR) being issued and 8CON reserves the rights to report any repeated offender to the authorities, i.e. AFP or WorkSafe.

In order to maintain site cleanliness and hygiene, workers and subcontractors are required to carry along a resealable zip lock plastic bag to store used masks and take home for disposal.

DHHS has advised, wearing a face masks when outside of the home can significantly reduce the risk of contracting coronavirus (COVID-19) and risk of spreading coronavirus (COVID-19). **Always use a mask** in the following situations (the list is non-exhaustive):

- When travelling to and from work where you cannot physically distance, such as on public transport;
- Whenever travelling in a lift;
- In a confined space;
- Travelling in a vehicle with other people;
- When operating an equipment with another person.

The term face masks include both cloth masks and single use face masks (commonly known as surgical masks). Both masks are suitable for use to prevent the spread of coronavirus (COVID-19). N95 / P2 masks, must be compliant with Australian Standard 1716.

Mask type	Use Frequency	Cleaning Frequency	Lifespan
Cloth	Multiple	Each day	Fair wear and tear
Surgical	Single	N/A – throw after use	Single Use
N95/P2	Multiple	Each day	Follow manufacturer instructions

It is everyone’s responsibility to stay safe and keep other safe.

11. COMMON AREAS

Common areas on site such as the amenities pose risks, and measures are adopted to reduce risks:

- Time spent in those areas must be limited;
- Ensure physical distancing during meal break;
- Sanitisation must occur between occupation of amenities by different people;
- Increased frequency of cleaning after each usage.

12. INSPECTIONS

Inspections of sites are likely to be conducted by WorkSafe and the Victorian Building Authority. Everyone should ensure all measures are in place to warrant compliance.

13. TRAVEL

For transport to and from work, workers should ensure they adhere to the hygiene and cleaning guidance and physical distancing guideline as follows:

- For single cab vehicles (i.e. ute), there should only be the driver and one passenger per vehicle, suitably distanced;
- In a dual cab, there should only be the driver and one passenger in the front and one passenger in the back per vehicle, all suitably distanced.

Work vehicles that are shared should be regularly cleaned to ensure adequate hygiene and protection.

14. GENERAL COMMUNICATIONS

Clear signage is posted at the entrance of every construction sites. It outlined 8CON's commitment to work with our trades and subcontractor in maintaining health and safety measures during this COVID-19 pandemic.

All authorised personnel that enter into our construction sites are required to:

- sign in;
- provide a declaration on coronavirus;
- adhere to our COVID-19 Guidelines;
- sign out when work is completed and leave site.

Workers are encouraged to put forward practical ideas for changing work practices to avoid the spread of coronavirus (COVID-19).

15. DELIVERY OF SITE MATERIALS

Delivery zones are clearly identified and limited to receiver and driver only.

When possible, nothing is passed between the driver and the receiver (e.g. shipment documents and pens for signatures).

16. OTHER MEASURES

Construction sites are diverse and vary in complexity, in addition to the abovementioned measures and controls, other measures are:

- Using alternatives to face to face meetings such as teleconferencing or video conferencing, where applicable;
- Reducing the length and size of meetings, by requiring some or all to dial in.

17. WORKPLACE DISCRIMINATION

At 8CON, we prohibit discrimination and harassment on a range of grounds, including a person's sex, race, disability, age or sexual orientation.

In order to ensure that reasonable steps are taken to prevent employees discriminating against others of a particular race / ethnic background and / or those who have contracted COVID-19. Project leaders and site supervisors have been trained to identify and prevent this sort of discriminatory behaviour and proper support is in place for workers who feel they are being discriminated against for these sorts of reasons.

18. DETECTION MEASURE

Screening at entry of construction site

Before entering the construction site, all personnel must confirm that:

- They are not currently exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion;
- They have not returned from outside of Australia within the past 14 days; and
- They have not been in contact with someone with a confirmed or probable case of COVID-19.

Any unauthorised personnel will be denied entry to site.

19. RESPONSE MEASURES

What if a worker is experiencing some of the coronavirus (COVID-19) symptoms but has not been diagnosed? *(See Flowchart on Page 14)*

The symptoms of coronavirus (COVID-19) include shortness of breath, fever, sore throat and coughing.

If a worker is away from work and experience any of these symptoms, they should

- Not come to work;
- Contact their supervisor and/or human resources department;
- Stay at home and self-isolate; and
- Contact local health authorities for further direction. Such individuals are required to follow the recommendations of the local health authority and may not return to work until given approval by the proper health authorities.

If a worker is at work or onsite and experiences any of these symptoms, the worker should immediately advise their employer, leave work and call the coronavirus (COVID-19) hotline on 1800 020 080 and seek immediate medical assistance.

What if a worker has been diagnosed with coronavirus (COVID-19)? *(See Flowchart on Page 13)*

If a worker becomes a confirmed case of coronavirus (COVID-19), the worker **must not** attend the workplace under any circumstances. This is part of 8CON and worker's obligation to ensure a safe workplace. Positive test result should be immediately communicated by the worker to their employer.

If the diagnosed worker is employed by a subcontractor working for 8CON, the subcontractors **must immediately notify** 8CON of the positive diagnosis.

The worker must follow all medical advice provided by their health care practitioner and / or the relevant government agency. This will include a period of self-isolation and testing requirements.

Upon confirmed diagnosis, the following precautionary measures will be adopted:

- Immediately vacate and shut off the immediate section of the workplace premises where the confirmed case worked;
- Clean the area where the worker was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning;
- Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.
- Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

We will act in accordance with any lawful government directives and guidelines.

What if a worker has been identified as having had close contact with someone diagnosed with coronavirus (COVID-19)? *(See Flowchart on Page 15)*

A worker must self-quarantine at home if they have come in close contact with a person who has a confirmed case of COVID-19. **Close contact** is defined as:

- Face-to-face contact in any setting with a confirmed or probable case for 15 minutes or more. This is cumulative over the course of one week. It starts from 48 hours before the onset of symptoms in the confirmed or probable case; or
- Sharing a closed space with a confirmed or probable case for a prolonged period (i.e. more than 2 hours). This is in the period extending from 48 hours before the onset of symptoms in the confirmed or probable case.

Close contact can happen in many ways, but examples include:

- Living in the same household or household-like setting (i.e. hostel);
- Direct contact with the body fluids of a confirmed case;
- Being in the same room or office for two hours or more;
- Face-to-face contact for more than 15 minutes in a car or a lift or sitting next to an infected person on public transport.

If the worker is required to self-quarantine at home, in accordance with the advice of Victoria's Chief Health Officer but is not unwell or has not been diagnosed with COVID-19 may be required by their employer to work from home for some or all of the self-quarantine (self-isolation) period where reasonable, practical and appropriate.

What if a worker has been identified as being in casual contact with someone diagnosed with coronavirus (COVID-19)? *(See Flowchart on Page 16)*

A worker who has only been in casual contact with a confirmed case of coronavirus (COVID-19) must monitor themselves for symptoms for 14 days from the time after the casual contact. These people are not required to self-quarantine at home.

Casual contact is defined as:

- Spending fewer than 15 minutes face to face with a person who is a confirmed case in the 24 hours before they showed symptoms until the case is no longer considered by DHHS to be infectious; or
- Sharing a closed space for fewer than two hours with a person who is a confirmed case in the 24 hours before they showed symptoms until the case is no longer considered by DHHS to be infectious.

If the worker does not have any symptoms of coronavirus (COVID-19) (i.e. fever, shortness of breath, sore throat and coughing), the worker can continue to attend work.

A worker who shows symptoms of coronavirus (COVID-19) should immediately notify the employer, leave work and call the coronavirus (COVID-19) hotline on 1800 675 398 and/or seek immediate medical assistance. The worker should ensure, with the employer's assistance, that in travelling home or to medical attention from the site, that precautions are taken to avoid exposure to others, consistent with Government advice.

Workers should maintain regular communication with their employer/client in relation to their ability to work and to attend the workplace.

What if an employer/principal has been directed by the Government to temporarily close a building site or project?

We all must act in accordance with any lawful government directives and guidelines. This may include future mandatory local lock-downs, quarantines, exclusion areas or travel restrictions which stop work. Should there be a requirement to close a site for community health reasons, every endeavour should be made to ensure consultation with the relevant employers and unions, as far as practicable.

This will enable sufficient planning and aims to minimise disruption as much as possible. No site will be partially or fully closed without direction or advice by the Victoria's Chief Health Officer or representative. DHHS may be required to close a site under the provisions of the Public Health and Wellbeing Act 2008 or other regulatory powers on public health grounds, which may not allow for consultation.

If the Victorian Government requires that work on a particular site should stop, or operations must cease, or the employer or workers lose access to the site or premises because of a lock down, as an alternative to a stand down of workers, the employer must consider:

- whether workers can be reasonably redeployed elsewhere;
- whether any of the workers can work from home;
- whether any other arrangements can be made so that the work can continue;
- agree to allow employees to have limited access paid or extended unpaid leave, including accrued RDO's, in a measured and sensible way.

20. OTHER INFORMATION IN RELATION TO COVID-19

It is important that we work together during this difficult time to keep us and our community safe.

If you need any guidance in relation to coronavirus (COVID-19), you can contact:

- Victoria Department of Health and Human Services (DHHS) hotline on 1800 675 398 or access more information and resources on their website: <https://www.dhhs.vic.gov.au/coronavirus>
- Australian Government Department of Health hotline on 1800 020 080 or access website: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

21. ATTACHMENTS

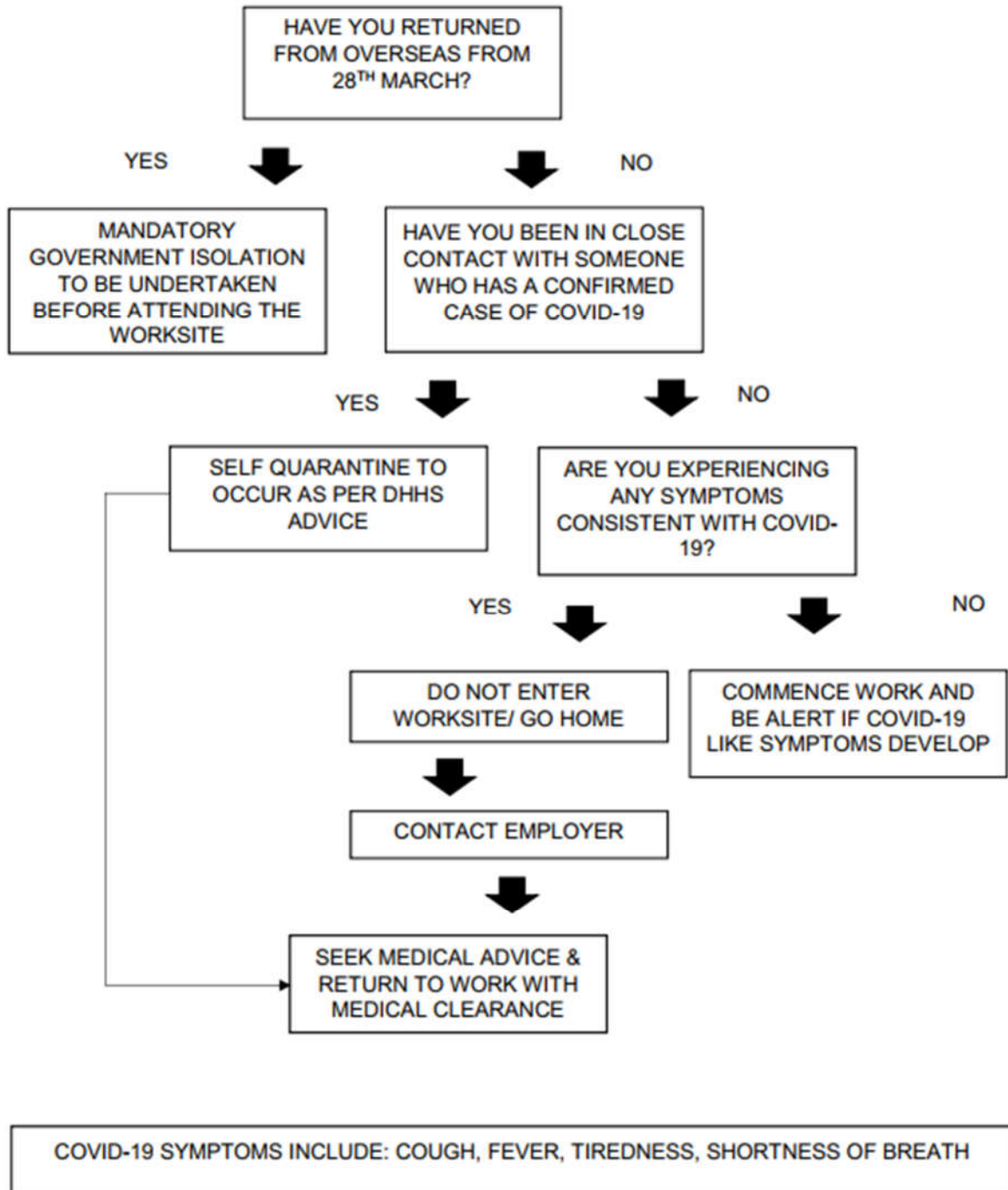
- Employee screening and self-isolation flowchart
- What to do if a worker is experiencing some of the COVID-19 symptoms but has not been diagnosed flowchart
- What to do if a worker has been identified as having had close contact with someone diagnosed with coronavirus (COVID-19) flowchart
- What to do if a worker has been identified as being in casual contact with someone diagnosed with coronavirus (COVID-19) flowchart
- FAQs in relation to Face Masks
- How to wear a surgical mask safely – Do & Don't

The above flowcharts and FAQs are sourced from:

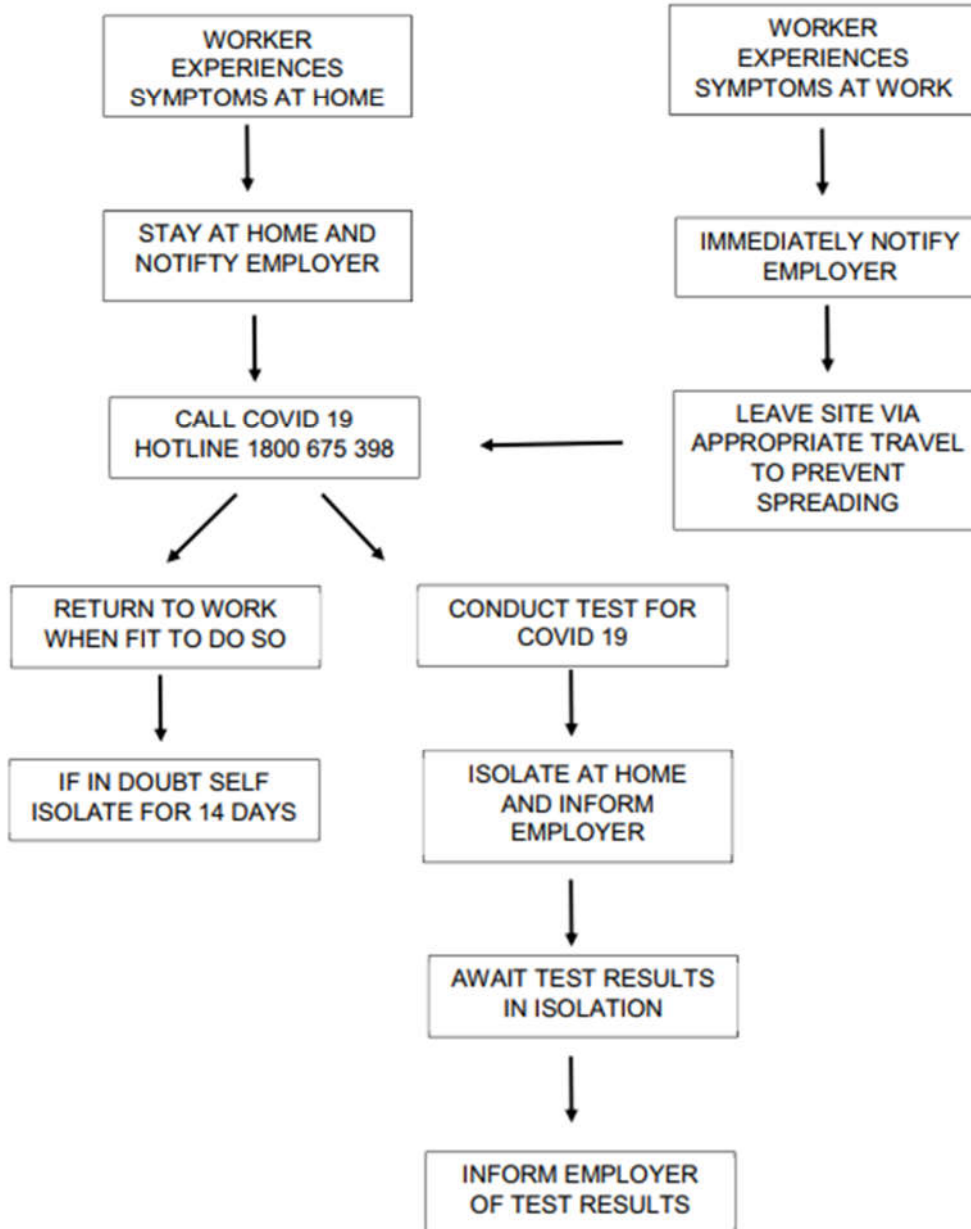
- Master Builders Association Victoria website – COVID-19 Guidelines
https://www.mbav.com.au/sites/default/files/Industry_Guidelines_Rev_6_280720.pdf
- DHHS website - <https://www.dhhs.vic.gov.au/face-masks-covid-19#where-can-i-get-a-face-mask>
- Monash Health <https://monashhealth.org/patients-visitors/coronavirus/face-masks/>
- Master Builders Association Victoria website – Stage 4 Business Restrictions
https://www.mbav.com.au/sites/default/files/attachment_a_-_stage_4_industries_-_distribution_final.pdf

EMPLOYEE SCREENING AND SELF ISOLATION

To minimise the introduction of Coronavirus (COVID-19) on site, a screening process has been recommended for worksites to ensure all workers have declared they have not been overseas or in contact with anyone who has coronavirus (COVID-19). The below flow chart outlines questions to be asked and the process to be followed.

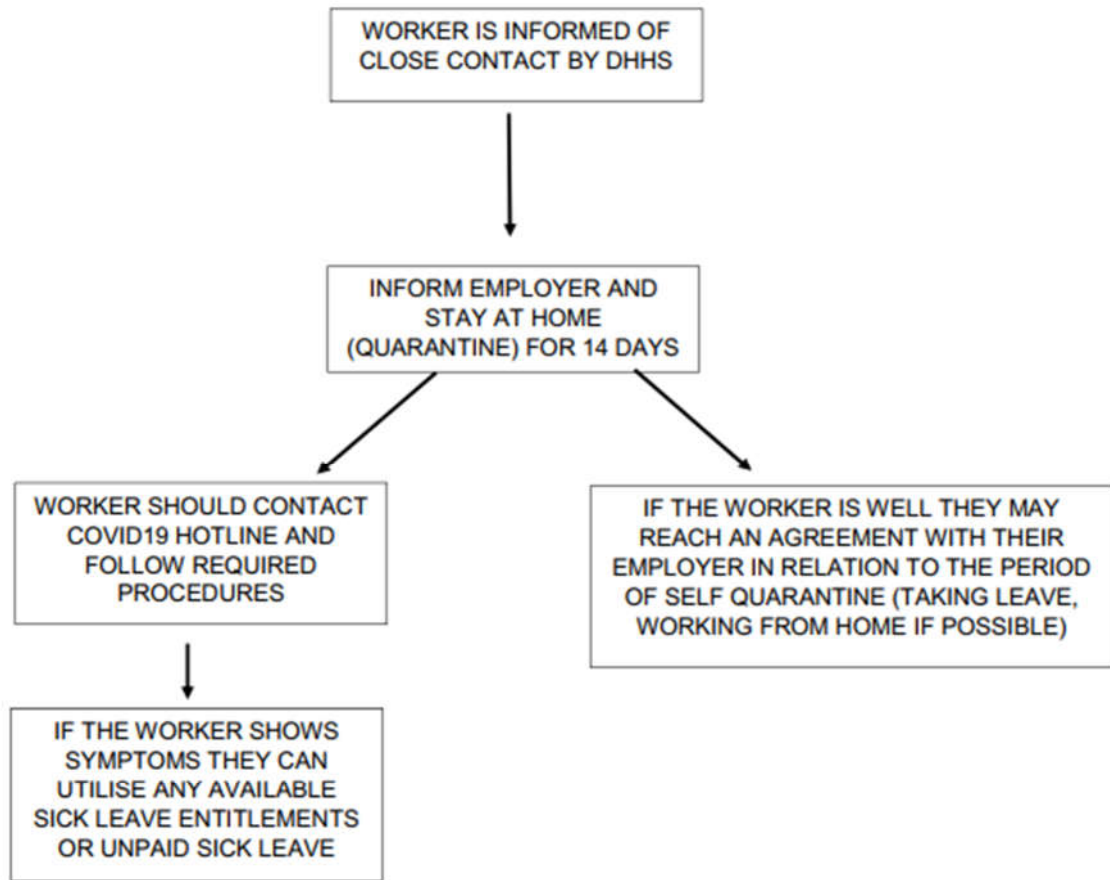


WHAT TO DO IF A WORKER IS EXPERIENCING SOME OF THE COVID-19 SYMPTOMS BUT HAS NOT BEEN DIAGNOSED?



COVID-19 SYMPTOMS INCLUDE: COUGH, FEVER, TIREDNESS, SHORTNESS OF BREATH

WHAT TO DO IF A WORKER HAS BEEN IDENTIFIED AS HAVING HAD CLOSE CONTACT WITH SOMEONE DIAGNOSED WITH CORONAVIRUS? (COVID-19)

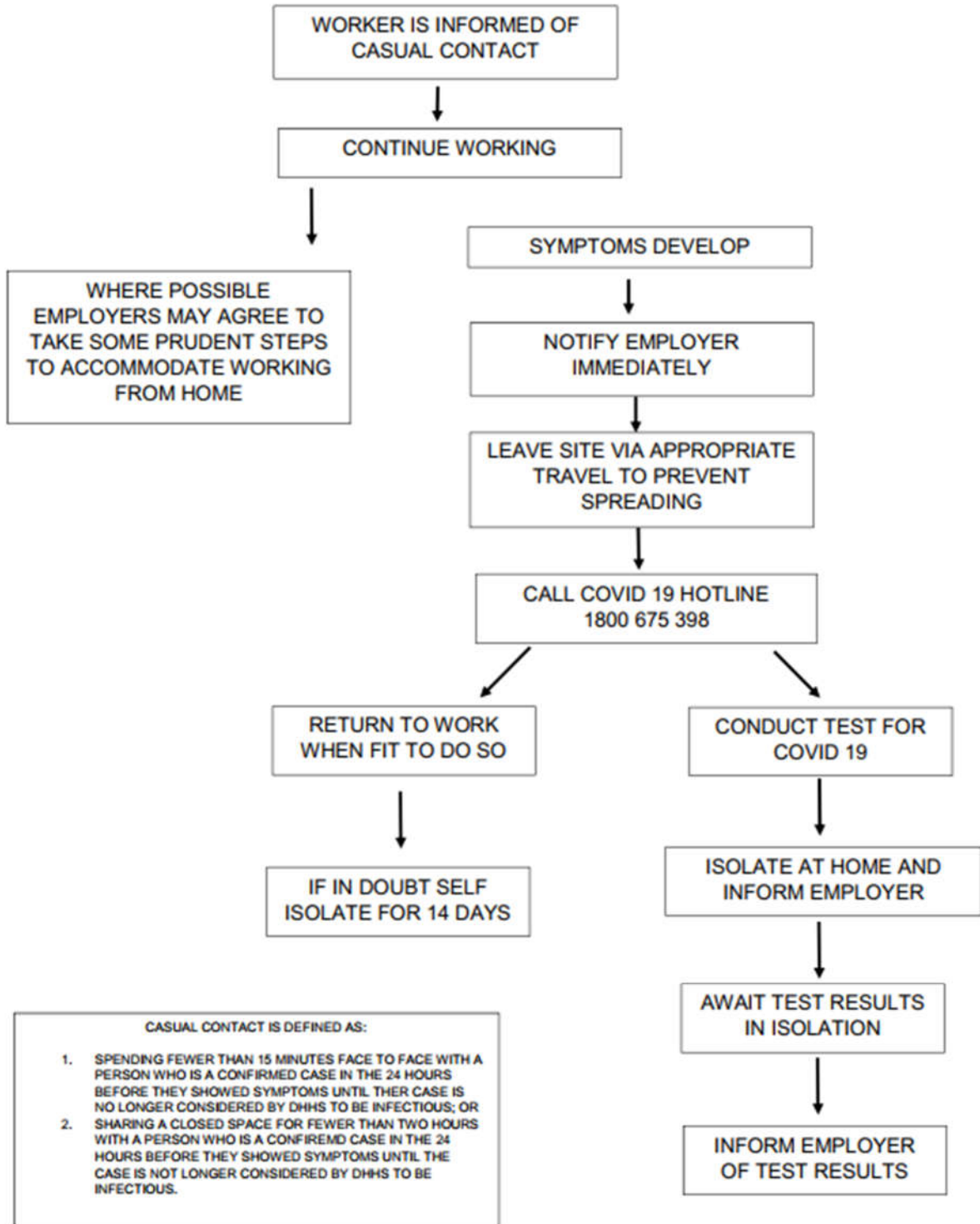


WHERE A WORKER IS EXPERIENCING HARDSHIP AND THEY RECEIVE INCOLINK OR PROTECT REDUNDANCY CONTRIBUTIONS, THEY MAY BE ABLE TO ACCESS INCOLINK/PROTECT BENEFITS.

CLOSE CONTACT IS DEFINED AS:

1. SPENDING MORE THAN 15 MINUTES FACE TO FACE WITH A PERSON WHO IS A CONFIRMED CASE IN THE 48 HOURS BEFORE THEY SHOWED SYMPTOMS UNTIL THE CASE IS NO LONGER CONSIDERED BY DHHS TO BE INFECTIOUS; OR
2. SHARING A CLOSED SPACE FOR MORE THAN TWO HOURS WITH A PERSON WHO IS A CONFIRMED CASE IN THE 24 HOURS BEFORE THEY SHOWED SYMPTOMS UNTIL THE CASE IS NO LONGER CONSIDERED BY DHHS TO BE INFECTIOUS

WHAT TO DO IF A WORKER HAS BEEN IDENTIFIED AS BEING IN CASUAL CONTACT WITH SOMEONE DIAGNOSED WITH CORONAVIRUS? (COVID-19)



Frequently Asked Questions (FAQs) in relation to Face Masks

(Sourced from DHHS's website - <https://www.dhhs.vic.gov.au/face-masks-covid-19#where-can-i-get-a-face-mask>)

How do I wear a mask correctly?

Cloth mask

A cloth mask should fit securely around the face, specifically covering the nose and the mouth areas. The mask should fit snugly on your face and be secured by ties at the back of your head or ear loops. If you are using a mask with ear loops, you can use a plastic clip or tie to join the ends together at the back of your head to make sure it fits snugly on your face.

Make sure that your mask does not have holes or a valve. This can result in breathing out the virus if you have coronavirus (COVID-19).

Wash your hands for at least 20 seconds with soap and water, or use hand sanitiser that is made up of over 60% alcohol before putting it on and after taking it off. Avoid touching your eyes, nose, or mouth at all times and store used face masks in a plastic bag until you have an opportunity to wash them.

Surgical mask (single use)

- Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or use a hand sanitiser that is made up of over 60% alcohol.
- Check for defects in the mask, such as tears or broken loops.
- Position the coloured side of the mask outward.
- If present, make sure the metallic strip is at the top of the mask and positioned against the bridge of your nose.
- If the mask has:
 - Ear loops: Hold the mask by both ear loops and place one loop over each ear.
 - Ties: Hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck.
 - Dual elastic bands: Pull the bottom band over your head and position it against the nape of your neck. Pull the top band over your head and position it against the crown of your head
- Mould the bendable metallic upper strip to the shape of your nose by pinching and pressing down on it with your fingers.
- Pull the bottom of the mask over your mouth and chin.
- Be sure the mask fits snugly.

- Don't touch the mask once in position.
- If the mask gets soiled or damp, replace it with a new one.

How do I know my cloth face mask is working?

You know your mask is working to protect you if it is well fitted. If the ties are loose, tighten them to ensure a snug fit. The mask should fit snugly and cover your nose and mouth. Keep an eye on the integrity of the fabric as with repeated washing it may thin over time. If this happens, replace the mask.

Can I wear a scarf or bandana instead?

A scarf or bandana does not offer the same amount of protection as well fitted face masks. This is due to the type of fabrics they are made from. Properly constructed cloth masks are made from at least three layers of materials, including a water-resistant outer layer.

When is it safe to take my face mask off?

You can remove it outside, once you are away from other people, or in your car on your way home. If it is a cloth mask, don't forget to bring your cloth mask inside to be cleaned. If you wait to take your cloth mask off until you have returned home, it may be easier to put it directly into the laundry.

What's the best way to take off a face mask?

- Wash your hands for at least 20 seconds with soap and water or use alcohol-based hand sanitiser containing at least 60% alcohol.
- Don't touch the front of the mask or your face.
- Carefully remove your mask by grasping the ear loops or untying the ties. For masks with a pair of ties, unfasten the bottom one first, then the top one.
- If your mask has filters, remove them and throw them away. Fold the mask and put it directly into the laundry or into a disposable or washable bag for laundering. Single use surgical masks should be disposed of responsibly.
- Clean your hands again.

Can I reuse my face mask?

A cloth mask can be washed and re-used. It is a good idea to have at least two, so you will always have a clean one available.

On a single trip away from home there might be times when you can't maintain 1.5 metres distance from other people and wear a cloth mask, and times when you can maintain the distance and don't need to wear a cloth mask. For instance, you might take crowded public transport to and from work, but at work be able to maintain appropriate distancing. Don't reuse the same cloth mask to go home

that you used earlier on the same trip to go to work. Put each used cloth mask into a zip lock bag to be taken home for washing. For each new situation put on a clean cloth mask.

Carry a paper bag or zip lock bag with you to carry clean masks and keep them clean.

Single use masks are for single-use only and should be disposed of responsibly in the rubbish bin.

When should I wash my cloth mask?

A cloth mask should be washed each day after use. However, if during the day your mask is visibly dirty or wet, do not continue wearing your mask; the mask needs to be washed.

Re-using a cloth mask without washing is risky because it can become contaminated or may not be as effective in protecting you.

How do I wash my cloth mask?

Cloth masks can be washed in the washing machine with other clothes, or hand-washed using soap and the warmest appropriate water setting for the cloth.

Your cloth mask should be dry before re-using it. You can use the heat setting on your dryer or lay out flat to air dry. If possible, place the cloth mask in direct sunlight. Wash your hands after handling used face masks.

How do I know when it is time to get a new cloth mask?

Each cloth mask will be constructed differently, therefore there is no specific 'shelf life' of a cloth mask. However, the following are signs that your cloth mask may no longer be offering you the same level of protection it once was:

- your cloth mask does not fit snugly on your face (e.g. you can feel your breath coming out of the sides of the mask)
- your cloth mask keeps falling off or sliding down
- there are holes in your cloth mask
- you need to keep adjusting your cloth mask
- the material has started to wear thin or fray.

Can I remove my face mask to talk with other people?

No, you should keep your face mask on while speaking with other people and maintain a physical distance of 1.5 metres. However, it is important to consider people who are deaf or hard of hearing – or those who care for or interact with a person who is hearing impaired – in these situations consider a clear face mask or use written communication, where possible.

Can I wear a face shield instead?

Face shields may be easier to wear for some individuals who have limited ability to wear masks. If face shields are used, ensure they are properly designed to cover the sides of the face and below the chin. Reusable face shields should be cleaned and disinfected after each use. Disposable face shields should only be worn for single use.



COVID-19



How to wear a surgical mask safely

Do



Follow hand hygiene procedures before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the coloured side faces outwards



Press the stiff edge of the mask firmly over the bridge of your nose



Cover your mouth, nose and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Dispose of mask immediately after use (in clinical waste if visibly soiled or used as a part of Tier 2 or 3 PPE)



Wash your hands after discarding the mask



- Perform hand hygiene frequently and thoroughly, even while wearing a mask.
- Remove and dispose of your mask when eating, using a toilet or leaving any clinical area.
- Use the supplied plastic ear saver straps to help with fit if the mask is too large



COVID-19



How to wear a surgical mask safely

Don't



Don't use a ripped or wet mask



Don't wear a mask only over the mouth or nose or around your neck



Don't wear a loose mask



Don't touch the front of the mask or make frequent adjustments



Don't remove the mask to talk to someone or do other things that would require touching the mask



Don't leave your used mask in reach of others



Don't re-use the mask



Don't wear a mask from home



Don't apply tape to the mask



Don't wear the mask for more than 4 hours without changing it



- Perform hand hygiene frequently and thoroughly, even while wearing a mask.
- Remove and dispose of your mask when eating, using a toilet or leaving any clinical area.