

## **COMMUNICATION TO ALL NON-SCHOOL BASED FACILITIES SERVICES DIVISION (FSD) EMPLOYEES – FACE COVERINGS – COVID-19, NO 30, 16 SEPTEMBER 2020**

I have advised you previously that you can wear a face covering if you wish whilst carrying out your duties although there was no requirement to do so unless a specific risk assessment had concluded that a face covering was required.

As you will appreciate, the position on the use of face coverings is constantly evolving. To reflect this, there is now a change to our previous position on face coverings for non-school based FSD employees. The position now is that where there is a requirement by the client that Tayside Contracts employees working in their establishments must wear a face covering, a face covering will be provided for you by Tayside Contracts.

A Tayside Contracts face covering will now be issued to all non-school based FSD employees (one every 30 working days) where the client has deemed the wearing of face coverings necessary. Employees can, if they wish, choose not to accept one of our face coverings and choose to wear their own (other than if required for specific duties where a risk assessment has deemed a face covering/mask/visor is necessary). New employees will be provided with face coverings as soon as practicable after their start date.

**NOTE:** Face coverings are not a replacement for the other ways we manage our COVID-19 risk and that control measures such as physical distancing and good hygiene are still essential.

### **Exemptions**

It is important to recognise that not everyone can wear a face covering. Individuals are exempt if:

- ❖ They have a disability or health condition that means they cannot put a covering on
- ❖ A covering will cause them severe distress or anxiety
- ❖ They need to communicate with someone who relies on lip reading
- ❖ They have a reasonable need to eat, drink or take medicine

There is no requirement to obtain evidence that you are exempt for example in the form of a letter from a doctor. If you have a condition which means you cannot wear a face covering please inform your line manager.

### **How should a face covering at work be worn and washed?**

#### **Reusable face covering**

- Wash a reusable face covering before you first wear it, and at least once a day
- Place used reusable face coverings in a bag until they can be washed and laundered
- Wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric

### **Disposable face covering**

- Discard used disposable face coverings responsibly i.e. in your general waste bin at home or at work
- Please do not put them in a recycling bin

### **General**

- Wash your hands before and after putting on, taking off or adjusting your face covering
- Do not touch your eyes, nose, or mouth when putting on, taking off or adjusting your face covering
- Do not share face coverings with others, even people you live with.
- Discard face coverings that have stretched out or no longer stays over your nose and mouth, has damaged ties or straps, or holes or tears in the fabric

### **Face coverings used should:**

- ✓ Cover the nose and mouth and fit snugly but comfortably against the side of the face
- ✓ Be secured to the head with ties, straps, or ear loops, or wrapped around the lower face
- ✓ Include multiple layers while allowing for breathing without restriction
- ✓ Be able to be cleaned regularly without damage or change to shape

### **Face coverings used should NOT:**

- ✗ Be football scarfs
- ✗ Be offensive or compromise the professional image of the organisation
- ✗ Interfere with or compromise existing control measures
- ✗ Be worn in a kitchen environment unless issued by Tayside Contracts.

Should you have any questions about this communication briefing or are seeking support please do not hesitate to contact your line manager in the first instance.

**Frank Reilly, Head of FM and Human Resources, 16 September 2020**