## POLICY STATEMENT

McCall will ensure staff have:

- Clear direction on when to wear a mask whilst working, as per the advice from NSW Health.

- Access to relevant PPE to complete their work.

## SUPPORTED INDEPENDENT LIVING

- The wearing of masks is based on the current NSW Health directives.  These are issued to all staff when available.

- McCall management team will notify all staff by email of the known hotspots, as advised by NSW Health.

- Team Leaders at each site to ensure staff have access to this communication.

- McCall will supply staff with single use masks.

- McCall Admin staff visiting a SIL residence must wear a mask whilst onsite.

## HEAD OFFICE

- Any staff that do not regularly work at the Box Hill office, when onsite must wear a mask.

- Admin staff when interacting and/or meeting with McCall staff visiting the Box Hill office must wear a mask (single use or cloth mask).

- All staff attending any training and/or meetings at the Box Hill office must wear a mask for the duration.

## MASK TYPE - MINIMUM REQUIREMENTS

- **SINGLE USE (SURGICAL) MASK**: minimum requirement 3-ply construction, made with a non-woven melt blown polypropylene layer, known as a Type II face mask, usually has a pleat style with ear loops.

- **REUSABLE CLOTH MASK**: minimum requirement 3 layers of fabric. The **outer layer** should be a water-resistant polyester or polypropylene fabric. The **middle layer** and **inner layer** should be high-grade cotton / polycotton.

- As advised by **NSW Government** you will need more than one reusable cloth mask and need to be aware that:
    - Cloth masks should be washed after each use or at least daily
    - Prolonged use, reuse without washing can lead to self-contamination and infection (of the wearer)
    - Cloths masks are less effective when damp

## TIPS ON FACE MASKS

- Wash or sanitise your hands before putting on or taking off your mask.

- Ensure the mask covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face.

- Refrain from touching the front of your mask while wearing or removing it.

- Do not allow the mask to hang around your neck or under your nose.

- Do not reuse single-use masks.

- Wash and dry reusable masks after use and store in a clean, dry place.

## SINGLE USE MASK PROCEDURE

- Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or use hand sanitiser made with at least 60% alcohol.

- Ensure you are using a new mask and check for defects, such as tears or broken loops.

- To position the mask correctly, make sure the side without the ear loop seams is facing outward and the metallic strip is at the top of the mask to position against the bridge of your nose.

- Hold the mask by both ear loops and place one loop over each ear.

- 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.

- Do not touch the mask while wearing it. If you do touch it, wash or sanitise your hands.

- If the mask gets soiled or damp, replace it with a new one.

- When removing your mask, wash your hands and avoid touching your eyes, nose or mouth.

- Carefully remove your mask by grasping the ear loops and disposing in the rubbish bin, ensuring others will not touch it.

- After removing your mask, always wash your hands for at least 20 seconds with soap and water, or use hand sanitiser made with at least 60% alcohol.

## REUSABLE CLOTH MASK PROCEDURE

- Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or use hand sanitiser made with at least 60% alcohol.

- Ensure you are using a clean and dry cloth mask and check for defects, such as tears or broken loops.

- Hold the mask by both ear loops and place one loop over each ear.

- Ensure the mask covers over your nose, mouth and chin. Be sure the mask fits snugly.

- Do not touch the mask while wearing it. If you do touch it, wash or sanitise your hands.

- If the mask gets soiled or damp, replace it with a new one.

- When removing your mask, wash your hands and avoid touching your eyes, nose or mouth.

- Carefully remove your mask by grasping the ear loops and storing it in a plastic or zip-lock bag until you have the opportunity to wash it.

- After removing your mask, always wash your hands for at least 20 seconds with soap and water, or use hand sanitiser made with at least 60% alcohol.

## FACE SHIELDS PROCEDURE

- A face shield is not a substitute for a mask. When approved for use:

  - Before putting on the shield, wash your hands for at least 20 seconds with soap and water, or use hand sanitiser made with at least 60% alcohol

  - Ensure the face shield covers the sides of the face and below the chin.

  - Do not touch the shield while wearing it. If you do touch it, wash or sanitise your hands.

  - After removing your shield, always wash your hands for at least 20 seconds with soap and water, or use hand sanitiser made with at least 60% alcohol.

  - Clean and disinfect reusable face shields after each use. Wear disposable face shields only once.

## BREACH OF POLICY

- Failure to comply with the requirements contained in this policy will lead to disciplinary action, which may include, but is not limited to, termination of an employee's employment or engagement of a contractor's services.

## REFERENCES

### NSW HEALTH UPDATES

https://www.nsw.gov.au/covid-19/latest-news-and-updates

### PERSONAL PROTECTIVE EQUIPMENT TRAINING

http://www.cec.health.nsw.gov.au/keep-patients-safe/COVID-19/personal-protective-equipment

https://www.alturalearning.com/ppe-essentials/

https://www.health.gov.au/resources/videos/coronavirus-covid-19-wearing-personal-protective-equipment-in-aged-care-video

### COVID-19 TRAINING MODULES

https://www.agedcarequality.gov.au/new-covid-19-e-learning-modules-now-available