

Mandatory wearing of face coverings in indoor workplaces

As coronavirus infection rates continue to rise, we enter flu season and welcome temporary colleagues to support our Christmas operation, we are standardising our approach to the wearing of face coverings.

It will be **mandatory** for all colleagues to wear a face covering in all Royal Mail Group indoor workplaces from **Monday, 9th November 2020**.

We also support and actively **encourage** the use of face coverings in all outdoor settings to keep our colleagues and customers safe.

Why are face coverings important?

- » Coronavirus usually spreads by droplets from coughs, sneezes and speaking. These droplets can also be picked up from surfaces, if you touch a surface and then your face without washing your hands first. This is why social distancing, regular hand hygiene, and covering coughs and sneezes is so important in controlling the spread of the virus.
- » We must all continue to do everything we can to protect ourselves, colleagues, family and customers. Wearing a face covering can help us stay safe by reducing the risk of infection.

How to wear a face covering

- » Before putting on a face covering, clean your hands with alcohol-based hand rub, or soap and water.
- » Cover your mouth and nose with the face covering and make sure there are no gaps between your face and the face covering.
- » Avoid touching the face covering while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- » Replace the face covering with a new one as soon as it is damp and do not re-use single-use masks.

How to remove and dispose of a single-use face mask

- » Remove the mask from behind (do not touch the front of mask).
- » Discard immediately in a waste bin, do not place the mask on surfaces or frames.
- » Clean hands with soap and water or alcohol-based hand rub.
- » Drivers should take a polythene bag with them and dispose of any waste that they generate into it immediately after use and put in the bin in the office when they return.

We recognise that some employees are unable to wear face coverings for medical reasons or for specific activities in the role that they are doing e.g. call centres – please speak to your line manager.

Face coverings and visors (which should be worn with a face covering) are available from your manager.

When wearing a face covering, you should always continue to adhere to hand washing and social distancing guidance and other preventative measures.

For more information, watch **RMtv**
and visit myroyalmail.com

