

PC-WKI-0004 – Using Overalls, Gloves and Masks during the Pandemic – Work Instruction

COVID-19



Security Class: Public – Social Media

The COVID-19 virus lives on surfaces for up to 72 hours. As COVID-19 is spread by droplet infection, we need to be vigilant about the use of PPE and cleaning surfaces where droplets may have landed (Droplets can be spread by coughing, sneezing, sweating, shaking hands and close personal contact, the droplets land on surfaces which are then picked up and transferred to face, mouth, nose or eyes).

For the use of specific PPE during the pandemic, we are following Ministry of Health guidelines.

Disposable Gloves

These are not essential but if you choose to use disposable gloves, you still need to use the basic hygiene measures below:

- Cough or sneeze into your elbow or by covering your mouth and nose with tissues.
- Put used tissues in the bin or a bag immediately.
- Wash your hands with soap and water often (for at least 20 seconds).
- Avoid close contact with people who are unwell.
- Don't touch your eyes, nose or mouth if your hands are not clean.
- Clean surfaces regularly such as touch screens, petrol pumps, EFTPOS machines, and self-checkouts.

Don't forget to discard your disposable gloves after use; wash your hands immediately after you remove your disposable gloves, using soap and water.

Face Masks

When you use a face mask, it is important to follow these guidelines:

- Face masks offer different timeframes of protection, check the time limits for the mask you are using. You will be given instruction on this when you receive the masks (e.g. some are able to be used for 30 minutes at a time).
- Make sure the mask is fitted securely.
- Do not touch your face or the mask while you are wearing it.
- Due to the evolving nature of the virus, masks may need to be upgraded in order to provide you and those around you with a greater level of protection. Where and when instructed, ensure you wear N95 masks.

If you wear a face mask, when you remove the mask:

- Avoid touching the front of the mask.
- If the mask has ties, untie the bottom, then top tie remove from face.

- Discard the mask, don't use it again.
- Wash your hands with soap and water and dry hands thoroughly, or use hand sanitizer immediately after removing the mask.

Overalls:

- Change your overalls daily.
- Remove overalls outside before going into your home then place them in a plastic bag to carry inside.
- When you get home, immediately place your overalls in the washing machine. Wash them on their own with laundry detergent.
- Discard the plastic bag.
- Do not leave your dirty overalls lying in the laundry, in the bag.
- Wash down the laundry surfaces, and then wash your hands with soap and water for 20 seconds.

If your overalls are laundered by PowerNet, place them in the laundry bag, then wash your hands with soap and water for 20 seconds.