

The Use of Face Coverings

Following the Government announcement on the 19th January 2022 the below document has been reviewed to reflect changes in COVID controls whilst continuing to manage the risk within our business.

Purpose

The purpose of a face covering is to help prevent the projection of air breathed out by a person. In the first instance people should still strive to achieve a 2-metre social distance where possible. The wearing of a face covering does not replace any of the existing controls introduced to reduce the risk of spread of the coronavirus.

Face coverings are particularly useful control in:

- Areas where a 2metre social distance cannot be achieved
- In indoor spaces that has a high population of people
- In areas of poor ventilation

Customer Use

From April 18th 2022 the legal requirements surrounding the use of Face Coverings for customers has changed:

England: There is no legal requirement for customers to don a face covering in dealerships

Wales: There no legal requirement for customers to do a face covering in dealerships

Scotland: There no legal requirement for customers to do a face covering in dealerships

Customer Use

There is now (as of April 18th 2022) no legal requirement for customers to don a face coverings in any of our stores. Customer may still chose to wear a face covering and this must be respected.

Associate Use

All Nations from April 18th 2022:

Associates are no longer legally required to wear a Face Covering whilst at work. However the below situations which were previously mandatory still can be considered by the Associate and a face covering may offer some additional protection if deemed required:

1. Interacting with a customer inside
2. When present in a room or space that has a stated capacity limit. Inclusive of offices, meeting rooms, board rooms, toilets, canteens, locker rooms, kitchens, key cabinet rooms, workshop control, parts departments, parts aisles
3. Performing an activity where 2metre spacing is not achievable such as changing a gearbox, performing a 2-person lift, performing first aid etc
4. When talking to a fellow Associate at their workstation
5. When occupying a vehicle whilst at work
6. When navigating a building inside eg; walking through corridors, using stairwells, passing through workshop control, navigating parts aisles etc

If an Associate wishes to wear a face covering they should be supported in doing so.

If you chose to wear a face covering It is critical that it fits correctly and is made comfortable to avoid regular touching of the face. Wearing a face covering does NOT replace the good practice of social distancing and does not remove the requirement to wash your hands regularly and effectively.

Associates must ensure they following the correct donning/doffing procedure as per the “How to put on and take off a face mask” guidance document (end of this document)

Associates must ensure reusable face coverings are washed as per the manufacturer instructions

How to put on and remove a face mask

Disposable face masks should be used once and then thrown in the general waste bin. You should remove and replace masks when they become moist.

Always follow product instructions on use and storage of the mask, and procedures for how to put on and remove a mask. If instructions for putting on and removing the mask are not available, then follow the steps below.

How to put on a face mask

- 1 Clean your hands with soap and water or hand sanitizer before touching the mask.
- 2 Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
- 3 Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mould to the shape of your nose.
- 4 Determine which side of the mask is the front. The coloured side of the mask is usually the front and should face away from you, while the white side touches your face.
- 5 Follow the instructions below for the type of mask you are using.
 - Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.
 - Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
 - Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
- 6 Mould or pinch the stiff edge to the shape of your nose.
- 7 If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
- 8 Pull the bottom of the mask over your mouth and chin.



How to remove a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
3. Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.
5. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer..