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**Guide for Wearing Masks in Non Clinical Communal Areas**

Masks should be worn by **ALL** staff in the Hospice.

**Why wear a mask now?**

* To support reduction in the community transmission rates of Covid-19
* To offer protection and prevent a staff member inadvertently transmitting the virus to a patient or colleague – remember that this is possible without having Covid-19 symptoms
* To respond to increased public awareness and expectation as masks are being worn in enclosed public spaces.

**What mask do I wear?**

Staff must wear a fluid resistant surgical mask, supplied on site at all Hospice entrances and exit points.

**How do I wear a surgical mask?**

* Before wearing a mask hand hygiene must be performed – gel is available at all mask stations
* A mask must always cover the mouth and nose
* Masks should never dangle around the neck
* After removing a mask, hand hygiene must then be performed and a new mask applied.

**Where do I wear a mask?**

* Upon entrance into the Hospice building – masks are available at all entrance points
* In all communal areas, e.g. reception, corridors, stairways, toilets, Bistro etc.
* When moving from a Covid-19 secure desk space (a desk space with an assured 2 metre boundary from another work space) into any communal area.

**When do I change my mask?**

* If it gets soiled, damp or uncomfortable
* Before entering a clinical environment and or when exiting a clinical environment.

**Can I re-use my fluid resistant surgical mask if I am in a non-clinical area?**

***‘Take care of your mask’***

* Surgical masks can be reused if they are not soiled, damp or uncomfortable
* You can remove your mask to eat and drink and then re-use if appropriate as below…
* Hand hygiene should be performed before removing the mask
* The folded mask can be stored between uses in a clean sealable bag supplied by the Hospice
* Hand hygiene should be performed after removing the mask.

**How do I dispose of my mask in a non-clinical area?**

* Face masks should be disposed of in the additional clinical bins provided at all mask stations

**When can I not wear a mask?**

* If you work in a single office
* If you work in an office which is assessed as Covid-19 secure and are able to socially distance at 2 metres remembering to wear a mask when moving away from the desk space)

**If unsure please ask your line manager or head of department**