

## Wearing and Removal of Face Coverings and Gloves

As per the Government's instruction, ALL staff using public transport shall be required to wear NON SURGICAL face coverings, and gloves as per issue from J Coffey Group. This is now a mandatory requirement.

Medical Masks and Gloves cannot protect against the new Coronavirus when used alone. Masks & gloves are effective only when used in combinations with frequent hand-cleaning with soap and water or alcohol based rub with a minimum 60%+ alcohol content, combined with other preventive measures (see Social Distancing guidelines).

**If you wear a mask, then you must know understand how to use and keep them properly.**

If you are provided with a Face Coverings, these need to be washed and treated with the utmost care to elongate its life.

For more info, see  
[How to wear and make a cloth face covering](#)



## Before wearing Mask/Gloves

- 1. Clean your hands** with soap and water and/or with an appropriate cleaning solution.
- 2.** When removing mask/gloves from the box, **make sure there are no obvious tears or holes.**
- 3. Determine which side of the mask is the top.**  
The side of the mask that has an edge is the top and it's meant to cover shape of your nose.
- 4. Determine which side of the mask is the front.**  
The colored side of the mask is usually the front and should face away from you, while the opposite side sits against your skin (may have a tag on the inside).



Information available through J Coffey K – Drive Section

## How to WEAR a Face Covering



### Step 1

Hold the mask by the ear loops and place a loop around each ear.

### Step 2

Fit the top of the mask to sit comfortably on top of your nose bridge.



### Step 3

Pull the bottom of the mask over your mouth and chin.

### Step 4

Avoid touching the front of the mask when wearing, even if using gloves.



Information available through J Coffey K – Drive Section

## How to REMOVE a Face Covering mask



### Step 1

Clean your hands with soap and water or hand sanitiser.

### Step 2

Avoid touching the front of the mask when removing it. Only touch the ear loops.



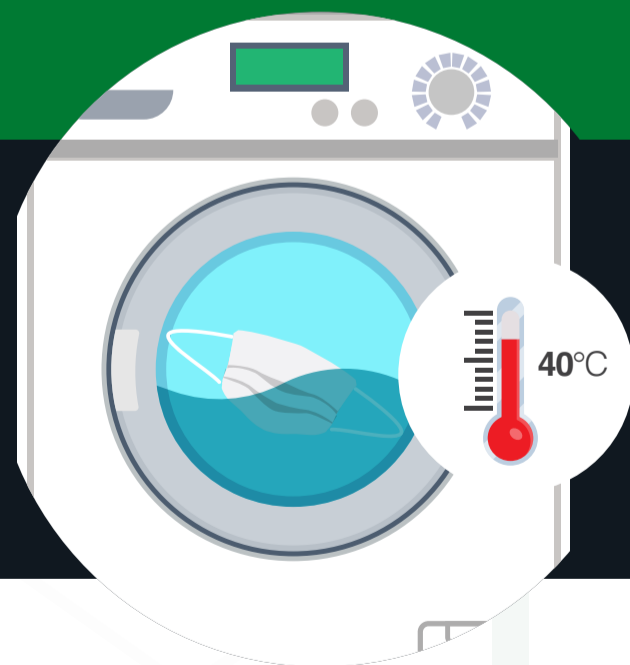
### Step 3

Hold both of the ear loops and gently lift and remove the mask.



### Step 4

Wash mask regularly whenever it becomes soiled. Wash it at a 40°C minimum temperature cycle, and always keep a spare mask ready for use.



Information available through J Coffey K – Drive Section

## How to WEAR and REMOVE gloves



### Step 1

Wash your hands before and after removing the gloves, with soap and water or hand sanitiser

### Step 2

Gently open the cuff and insert the hand into the glove. Move your fingers to adjust fit, roll cuff down wrist to secure and repeat for the other hand.



### Step 3

Do not touch anything with your gloves that you'll be touching later on without gloves, ie phone, ipad, wallet, keys, etc.



### Step 4

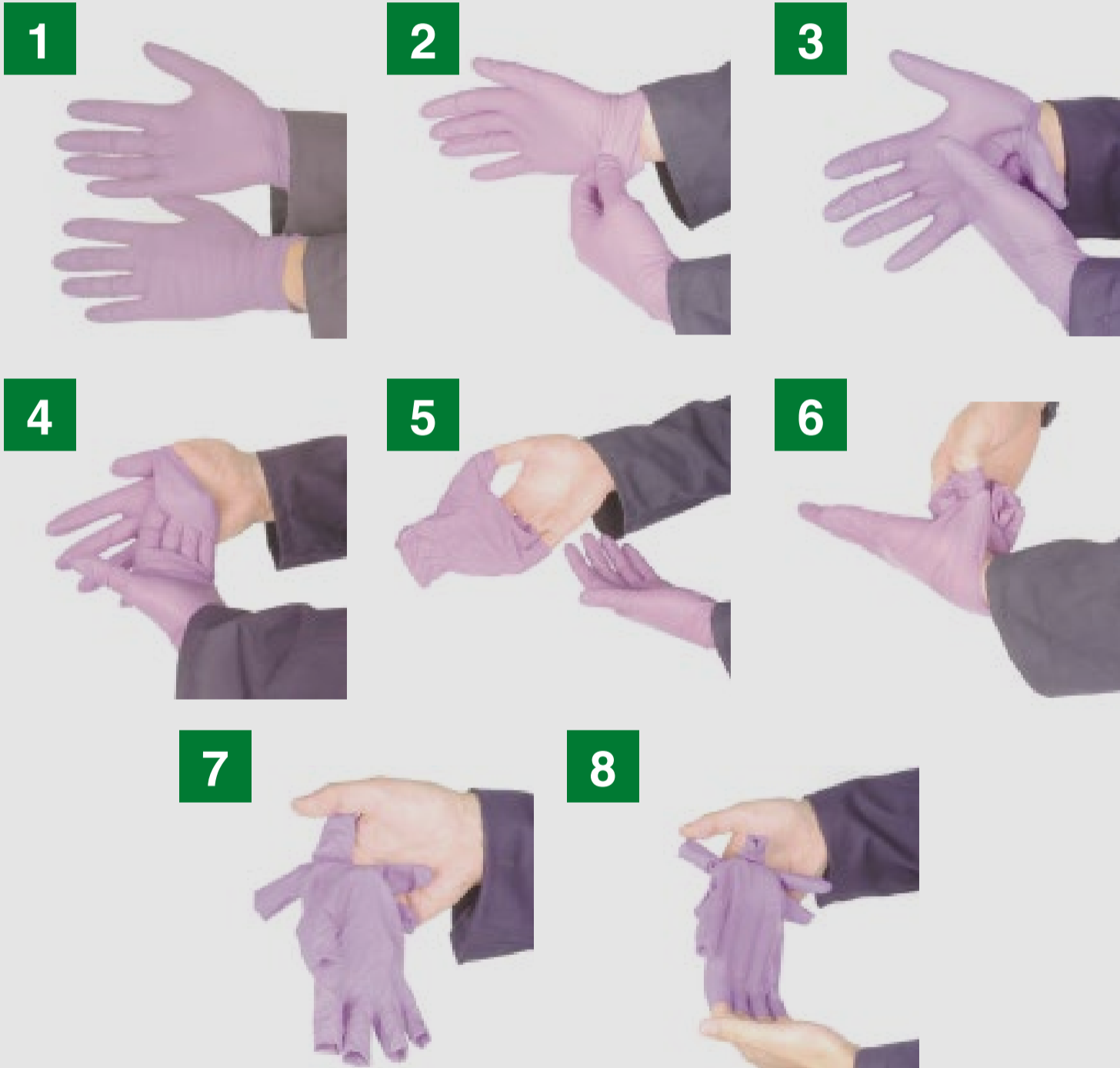
Replace gloves frequently whenever they become soiled. Remove the gloves carefully, pinching from the cuff to avoid contaminating the skin, and discard them into a suitable container.



Information available through J Coffey K – Drive Section

## How to REMOVE gloves - Step-by-step

Remove the gloves carefully to protect your skin from contamination



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