

PPE Usage during the COVID-19 Pandemic

INTRODUCTION

The COVID-19 Pandemic has necessitated many changes to enable safe working practices for staff and consumers entering the facility. This policy explains the mandatory usage of personal protective equipment (PPE) and is an addition to current food hygiene practices.

SCOPE

This policy applies to all employees of the Company, and casual workers working at the facility. It is the responsibility of the individual to maintain PPE and report any damage immediately.

1. Office PPE

- a. Face masks.

Individual face masks will be supplied to each member of staff. These must be worn at any time when you are away from your desk. These do not need to be worn when sat at your allocated desk. Correct usage of face masks includes:

- i. Washing hands thoroughly with soap and water for 20 seconds or with a hand sanitizer before putting on a face covering and after removing it
- ii. Ensuring the face covering covers nose and mouth and is appropriately sized
- iii. Avoiding touching your face or face covering once on
- iv. Changing the face covering if it becomes damp or if you've touched it
- v. Changing and washing face covering daily in line with manufacturer's instructions.
- vi. Continuing to practice social distancing where possible.

2. Fieldwork PPE – onsite studies

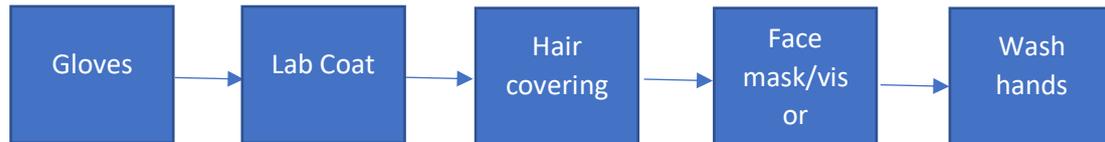
The PPE worn for fieldwork should align with current food hygiene standards where appropriate. Lab coats and disposable gloves and face coverings must be worn at all times during sample preparation.

For delivery of samples to panel rooms, staff will also be provided with their own personal face visor to be worn over a face mask. Wearing of the visor on top of the face mask is recommended (but optional) due to the extra protection provided to the eyes from potentially harmful droplets from coughs and sneezes.

The correct order for applying PPE is as follows:



The correct order for removing PPE is as follows:



Hands should be washed thoroughly with soap and water for 20 seconds or with a hand sanitizer before putting on or removing any PPE.

Correct use of each is described below:

a. Lab coats

- i. Hands should be washed thoroughly with soap and water for 20 seconds or with a hand sanitizer before putting on the lab coat.
- ii. A clean lab coat should be worn each day as a minimum.
- iii. Lab coats must be appropriately sized and fully buttoned up.
- iv. Lab coats must be placed in the laundry bin after use.
- v. Clean lab coats must be put on before entry into the kitchen or sample preparation and serving areas and must be removed immediately after leaving these areas.

b. Hair coverings

- i. Hair and facial hair should be covered up when preparing and serving food as instructed in Food Safety training. Long hair should be tied back before covering and any loose hair should be tucked into the hair net.

c. Face masks

- i. Wash hands thoroughly with soap and water for 20 seconds or with a hand sanitizer before putting on a face covering and after removing it



- ii. Ensure the face covering covers nose and mouth and is appropriately sized
- iii. Avoid touching your face or face covering once on
- iv. Change the face covering if it becomes damp or if you've touched it
- v. Change and wash face masks daily in line with manufacturer's instructions.

d. Face Visors

Individual Face Visors will be supplied to all staff working in panel rooms with consumers or panellists to wear over a face mask if they choose to do so, as explained in Section 2.

Correct usage of the face visor includes:

- i. Washing hands thoroughly with soap and water for 20 seconds or with a hand sanitizer before putting on a face visor and after removing it
- ii. Ensuring the visor fits correctly around the back of the head by adjusting as appropriate.
- iii. Avoiding touching your face or visor once on.
- iv. Changing the visor if it becomes dirty.
- v. Changing and cleaning visor daily using disinfectant spray.
- vi. Face masks must be worn under the face visor.

e. Disposable Gloves

Disposable gloves must be worn at all times during sample preparation and sample delivery.

- i. Gloves should be appropriately sized
- ii. Before and after gloves are worn, hands should be washed thoroughly with soap and water for 20 seconds or with a hand sanitizer
- iii. Fieldwork staff should avoid touching their face when wearing gloves and should replace gloves if they do so.
- iv. Gloves should be washed or replaced regularly and should immediately be replaced if sneezed or coughed into.
- v. Used gloves should be disposed of in the normal waste bin.



3. Fieldwork PPE – sample preparation and delivery to consumer outside of the facility (e.g. for HUTs)

- a. Sample preparation should be carried wearing the same PPE as in on-site studies (described in Section 2), with lab coats, gloves and face coverings being worn.
- b. Sample delivery to consumers outside involves the wearing of gloves and a face mask, following the instructions described in sections 2c and 2e.

4. Cleaning PPE

- a. Cleaning requirements are written in COVID-19 Cleaning Policy. When undertaking any cleaning of the building, disposable gloves and a face covering must be worn following the instructions in sections 2c. and 2e.

Appendix 1 – Summary of PPE needed for each task

| | Face Covering | Face Visor | Gloves | Lab coat | Hair coverings |
|---|---------------|--------------|--------|----------|----------------|
| Working at allocated desk | - | - | - | - | - |
| Office and communal areas | Y | - | - | - | - |
| Preparing samples | Y | - | Y | Y | Y (food) |
| Serving samples for on-site studies | Y | Y (optional) | Y | Y | Y (food) |
| Handing out samples for HUTs outside the facility | Y | Y (optional) | Y | - | - |
| Cleaning the kitchen/sample prep facilities | Y | - | Y | Y | Y (food) |
| Cleaning the facility – office and communal areas | Y | - | Y | - | - |