

## Guide to Wearing, Maintaining and Disposing of Face Covering

With government guidance ever-changing in regard to the wearing of face coverings, Langley School will adopt the following policy throughout its school sites. Of course, this may be subject to change and will be updated accordingly.

**School transport** – All pupils aged 11 or above will be required to wear a face covering when traveling on the school buses as we will not be able to maintain class/year groups through the varying routes. This will not apply for school activity minibus provision as class/year groups will be maintained when travelling.

**During school hours – Pupils and Staff** – It will not be a mandatory requirement to wear a face covering, but we understand there may be circumstances wear pupils or staff may feel more comfortable wearing a covering. We therefore ask that if you are opting to wear a face covering you adhere to the following guidance. Optional face coverings should be provided and maintained by the individual, where a face covering has been issued as part of a staff members duties or in conjunction with an individual risk assessment, the school will provide appropriate covering and the individual will be expected to maintain as follows.

### How to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

### Maintaining and disposing of face coverings

- Do not touch the front of the face covering, or the part of the face covering that has been in

- Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a residual waste bin. Do not put them in a recycling bin.
- Make sure you sanitise any surfaces the face covering has touched.
- Wash your face covering regularly and follow the washing instructions for the fabric. You can use your normal detergent. You can wash and dry it with other laundry. You must throw away your face covering if it is damaged.