

HR COMMS

15/7/20

INTERNAL DOCUMENT

FACE COVERINGS

From Friday 24th July, rules around the wearing of face masks is changing.

As a business, **from Monday 20th July**, all employees will be required to present themselves at work with an appropriate face covering. This face covering **must be carried at all times** whilst at work.

Whilst employees may choose to wear a face covering of their own choosing, as long as it is work appropriate and fit for purpose, the default will be the Bradfords branded 'buffs' which most should already have been issued with. All employees are to have two of these. The 'buff' should be worn around the neck **as part of normal uniform (PPE)** and then simply raised to cover nose and mouth when required as defined below.

Face Coverings must be worn in the following situations

- When talking to or interacting with a customer (face to face)
- When walking around the branch/BSC (away from your normal workstation) interacting with other staff members
- In communal areas such as kitchens and toilets

Employees do not need to cover their face (unless they chose to do so) when: -

- They are sat or standing at their usual workstation
- Whilst driving a forklift or company vehicle (unless there is more than one person in the vehicle)
- Whilst working in the yard or warehouse areas (unless working alongside another staff member or when serving a customer)

Customers coming onto our site need to wear a face covering when interacting with our staff. Signage of this change will be making its way to branches in the next week or so. Customers are not permitted to enter our shops if they are not wearing a face covering.

External communication of these changes will also be made to customers via social media and updated on our Covid-19 webpage.

Please ask your employees to communicate these forthcoming changes to your customers during their normal interactions over the coming days. Encourage all customers to have a face covering with them when coming on site. Provide Bradfords Buffs to customers if we have not already done so (one per customer). From Friday 24th July the government have mandated that all customers wear a face covering when entering our premises.

The Health and Safety team will be issuing a safety alert in relation to this change tomorrow. This alert must be briefed to all staff by no later than Friday 17th July.