

Personal Protective Equipment (PPE) during COVID-19 Policy

1. Introduction

This procedure is to apply Covid 19 guidance to the use of PPE during the virus outbreak.

Following the widespread virus affecting employers, employees and the self-employed, the government issued guidance on “Working Safely During Covid-19 In Offices and Contact Centres”. It helps to understand how to work safely during the pandemic, keeping people 2 metres apart where possible, but in some circumstances, when to wear PPE, and when wearing a face mask may be marginally beneficial as a precautionary measure.

EASA, (European Union Aviation Safety Agency) and ECDC (European Centre for Disease, Prevention and Control), jointly issued “COVID 19 Aviation Health Safety Protocol” (operational Guidelines for the management of air passengers and aviation personnel in relation to the COVID 19 pandemic.

Farnborough Airport Limited conducted its own workplace risk review process to include guidance for use of PPE.

2. General

Guidance for general use of personal Protective Equipment is contained in H&S P-04 and should be considered in conjunction to this document.

When any PPE used, it must be worn correctly and disposed of appropriately. A workplace Risk Review has been carried in relation to Covid 19. The types of PPE that may be available in relation to the pandemic includes:

- face masks (surgical mask, FFP2, N95),
- disposable medical rubber gloves
- aprons
- face screen
- disposable shoe covers
- disposable medical cap

A table of PPE to be used by role is included in Appendix 1, Covid 19 Preparation to Resume Operations

Where required all PPE should be fitted and worn correctly. They should also be removed in a manner that does not spread any potential contaminants on the PPE.

Disposal of all items should follow instructions given in the Environmental procedure for disposing of waste.

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3. Face Masks/Coverings (see also Appendix 1)

Evidence suggests that wearing a face mask/covering does not protect you, but it may protect others if you are infected but have not developed symptoms. Social distancing of 2m should always be in place but Farnborough airport supports its workers in using them safely if they choose to wear one.

As a complementary arrangement, face masks should be worn by both staff and passengers, with particular emphasis on areas or situations where the ideal 2.0 metres physical distancing is not feasible.

Face masks should be replaced if they become wet or soiled or after being worn for 4 hours. Passengers should be reminded that they should ensure a sufficient supply of masks for the entire duration of their travel.

Passengers should have access to masks in the terminal in cases where they have no option to buy them beforehand.

How to Use and Safely Dispose of Face Masks/Coverings (see also Appendix 1)

1. Before putting on a mask, clean your hands with soap and water or alcohol based hand gel.
2. Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask
3. Avoid touching the mask while using it
4. If you touch the mask, clean your hands with alcohol based hand gel or wash with soap and water.
5. Replace the mask with a new one as soon as it is damp and do not re-use the face mask if it is single use.
6. To remove the mask, do not touch the front - lift the strap from behind. Pull forwards over your head. Discard disposable face masks in a specifically designed bin, or into a plastic bag and seal before disposing into a general waste bin.

4. Face shields/screens/goggles

Remove goggles and face shields releasing the string at the rear and lifting forwards over the head. Place the items in a sealed plastic bag for disposal.

5. Aprons

Where single use aprons are to be worn. They should not be touched with bare hands. They need to be tied securely and when untying, they should be carefully folded inwards and disposed of in a plastic bag into general waste or designated PPE bin.

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6. Use of gloves and disposable aprons, shoe coverings.

These will be single use items and should be disposed of immediately after use in suitable waste bins. Remove gloves last and carefully, dispose of them in sealed waste bags. Remove items by inserting a finger and removing them slowly so they become “inside out”. Once they are removed, wash your hands thoroughly in soap and water without touching anything else.



Appendix 1

Use – Removal – Disposal of face masks.



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HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water



4.

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Replace the mask with a new one as soon as it is damp and do not re-use single-use masks



5.

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water



6.