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**Manager Fact Sheet**

**Staff mask use**

To keep our staff, visitors and patients safe at our healthcare facilities, WSLHD is recommending extra precautions regarding mask-use from Monday 10 August.

This follows escalation by NSW Health to an Amber Alert – Moderate Transmission, increasing COVID-19 infections in our district and advice from our local infectious disease experts.

To protect our staff working at our healthcare facilities, all staff will be requested to wear masks when in **public places as well as patient areas in our facilities**.

Physical distancing of 1.5 metres should continue to be maintained in all locations, where possible.

**Managers are responsible for distributing masks to team members.**

Only masks issued by WSLHD should be worn by staff.

These masks are for use by staff when transiting through facilities and when in areas that can be accessed by the public like cafeterias.

PPE procedures remain the same for clinical areas. Please continue to reference the Amber Alert guidance for mask use in clinical settings – [here](https://www.wslhd.health.nsw.gov.au/ArticleDocuments/3313/Poster-Amber-Alert-Moderate-Transmission-FAQs-28-July-2020.pdf.aspx).

In all settings, precautions regarding hand hygiene, physical distancing and staying home if you are unwell still remain and are more important than ever.

**Further information regarding mask use for staff can be reviewed here:** [**https://www.wslhd.health.nsw.gov.au/covid-19/covid-19-update/healthcare-worker-mask-use-further-information**](https://www.wslhd.health.nsw.gov.au/covid-19/covid-19-update/healthcare-worker-mask-use-further-information)

**How do I receive masks for my team?**

Your department will be provided with the masks. Please liaise with your PPE facility contact. You are responsible for distributing these masks to your team.

A list of PPE site contacts for mask distribution can be accessed on the staff COVID-19 website [here](https://www.wslhd.health.nsw.gov.au/covid-19/ppe-information-assistance).

All PPE is coordinated centrally. See the staff COVID-19 website [here](https://www.wslhd.health.nsw.gov.au/covid-19/ppe-information-assistance) for district PPE contacts.

**What do I do if a staff member refuses to wear a mask?**

We need to be mindful of the practicalities of wearing a mask for certain people. Speak to the staff member to establish if there is reason behind their refusal to wear a mask.

Contact infection control, your manager or HR in your local facility and seek assistance if you need to.

While waiting for guidance ensure the staff member has no contact with patients and maintains 1.5 metres physical distance from others.

**What support is available for staff?**

If you have any questions about mask use or any other COVID-19 topics please contact the staff assist hotline on 1800 344 733.

The Workplace Wellbeing team is also available to provide support. Visit the COVID-19 staff page for more information: <https://www.wslhd.health.nsw.gov.au/staff-wellbeing-during-covid-19/staff-wellbeing-during-covid19>

Staff can also access our Employee Assistance Program on 1800 81 87 28.