

Staff and students will now be required to wear a face covering in school and wear this when moving around the building and outside of classrooms (such as corridors and communal areas). Students coming in by taxi or public transport, and staff using public transport will be required to wear face coverings to travel.

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;
- Reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place such as a school bag to be taken home;
- 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.