



When do I need to use Personal Protective Equipment (PPE)

Quick guide

Step 1

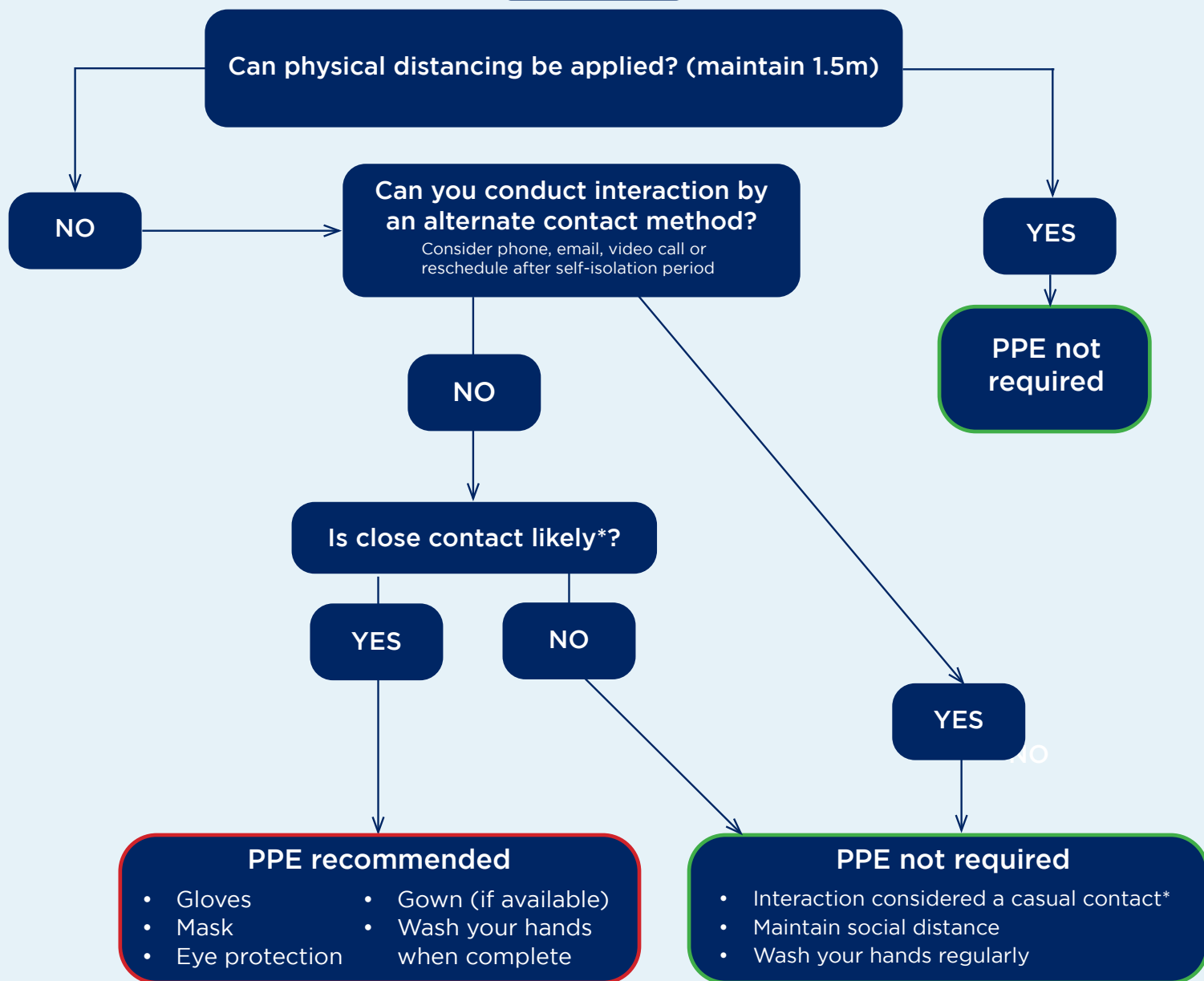
Where possible, staff should screen to assess the risk of COVID-19 by asking the following:

Do you or the client meet any of the following?

- If you are a NSW resident returning from Victoria
- If you have visited a known **hotspot location**
- If you have been in close contact with a confirmed COVID-19 case
- If you are currently awaiting COVID-19 test results
- If you have been advised to self-isolate for any other reason by NSW Health

If **yes** to any of the above – postpone face to face contact or seek alternate contact method.

Step 2



*Casual VS Close Contact

A **casual contact** is someone who has been face to face for less than 15 minutes or been in the same closed space for less than 2 hours

A **close contact** is defined as greater than 15 minutes face-to-face contact with a confirmed case or sharing of a closed space with a confirmed case for a prolonged period (e.g. more than 2 hours).





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Advice on face masks

In NSW, the best way to limit your exposure to COVID-19 is to practice physical distancing of 1.5 metres and regular hand hygiene. Masks are a “last line” of defence – where all the other safety measures are in place and physical distancing is not possible people may choose to wear a mask to reduce the risk of infecting others.

When physical distancing is not possible, or you are interacting with medically vulnerable people, it is appropriate to wear a mask. Wearing a mask protects other people from being infected by you - even if you don't have symptoms.

Face masks in the community

- Wearing a mask in public is not currently mandatory in NSW.
- The best way to limit your exposure to COVID-19 is to practice physical distancing of 1.5 metres and regular hand hygiene.
- When physical distancing is not possible, it is appropriate to wear a mask.

Face masks in general work locations

- Where physical distancing is possible, it is not necessary to wear a face mask in accordance with NSW Health advice.
- We continue to work closely with NSW Health and if their advice changes, we will change our practices accordingly.

Where face masks are mandatory

As of 24 July 2020, NSW Health advised they are following the Australian Health Protection Principal Committee advice regarding the mandatory use of face masks.

As a proactive and precautionary measure, some work locations are implementing the mandatory use of face masks where staff are in close proximity to clients/inmates and cannot maintain a 1.5m physical distance.

This may include, but is not limited to, areas such as:

- Kevin Waller Unit and Aged Care and Rehabilitation Unit at Long Bay Correctional Complex.
- Hunter Residences and Casuarina Grove.
- Youth Justice Centres.

Correct use and handling of face masks

Masks need to be used carefully as inappropriate disposal and/or handling can increase disease transmission risk.

When wearing a mask, it is important that you wear it correctly:

- Wash or sanitise your hands before putting it on and taking it off.
- Make sure the mask covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face.
- Do not touch the front of the mask while wearing or removing it.
- Do not allow the mask to hang around your neck or under your nose.
- Do not reuse single use masks.
- Ensure reusable cloth masks are cleaned as per the following:
 - Wash and dry reusable cloth masks after each use.
 - Store in a plastic or zip-lock bag until you have an opportunity to wash them.
 - Wash cloth masks in the washing machine with other clothes or by hand using soap.
 - Lay out flat to dry (in the sun if possible) or put in the dryer.
 - Store in a clean, dry place.

For more information, read [NSW Health's advice on the use of facemasks](#).

Procurement

Additional PPE can be purchased through the DCJ Emergency Procurement process. Please refer to the [Emergency Procurement page](#) for more details.