**Admin Policy for Wearing Masks 290720**

Hi everyone,

thank you to Kylie for clarifying and writing the policy below for wearing masks at reception.

In discussion with Maddy and Kylie, I realized that the suggestions made in the last email were most relevant to clinicians … so slightly altered for reception, that is,

Our thinking was;

Reception staff **are** to wear masks while

* entering/exiting the building,
* moving around the practice
* communicating to staff members/clients/visitors (eg couriers).

Reception staff ***are not*** required to wear a mask when stationary at their desks when no other person is around.

Some receptionists were wearing masks at the desk (when alone) and slipping it off when answering the phone. Kylie and I discussed whether  this posed a risk of touching the mask too often (every phone call) and thought the above may be safer and more manageable. Any thoughts?

Thanks

Angelo & Kylie