Integrated Health Management

Proper Procedure for Wearing an N95 Mask

Purpose	To provide guidance to Front End cashiers on the optional use of N95 masks during this pandemic event

Instruction:
Wearing a mask effectively must be done with proper hygiene to prevent environmental transmission, or you may actually increase personal risk of infection

Mask Do's

- **Wash hands prior to putting on a mask**
- **Make sure the mask has no holes**
- **Ensure proper fit (clean shaven for men)**

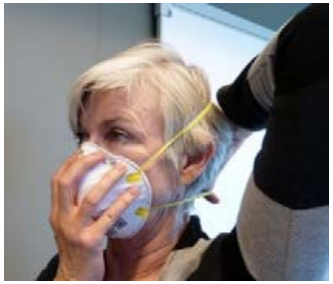
Mask Don'ts

- **Don't wear if wet or soiled**
- **Don't wear if not a good fit**
- **Don't let others use your mask**
- **Don't touch the front of the mask after use as it may be contaminated**
- **Don't leave a mask hanging around your neck**

How to Put on a Mask Properly

Before putting your mask on wash your hands with soap and water for 20 seconds, or apply hand sanitizer.

Cup the mask in your hand with the metal nose piece at your finger tips. Allow the elastic straps to hang freely below your hand. Do not touch the inside of the mask.



Position the mask under your chin with the nose piece up.
Put the **top strap** over your head resting it high at the top, back of your head
Pull the **bottom strap** over your head to rest around your neck, below ears.

Using both hands, **mold the nose piece** to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece

How to Remove a Mask Properly

Seal Check – the mask must fit properly to be of benefit. Place both hands over the mask and exhale. If air leaks around the nose, adjust the nosepiece. If air leaks at edges, adjust straps. Check again

Taking off N95 mask – wash hands first as before. Without touching mask grasp bottom strap behind head and pull over your head. Without touching the mask pull top strap over your head

While holding only the straps, place the mask in the lined garbage bin.

Go wash your hands with soap and warm water.

Issue Date: March 21, 2020

Proper use of masks

It is important to remember that wearing a mask can increase the potential risk of infection.
Masks can be uncomfortable and users often find themselves adjusting the mask frequently, thus touching their face more often.

<u>Should an employee wish to wear their own mask, the below guidelines must be followed:</u>

- If wearing a mask, the mask must be put on prior to gloves.
- If the mask has a metal nose clip, adjust the nose clip and tighten straps to ensure a firm and comfortable fit.
- Ideally, anyone wearing a mask should not have facial hair as this hinders a secure fit.
- Should you choose to wear gloves, put on gloves once the mask is secure.
- Remove the mask by sliding your fingers or thumbs under the straps behind the head, running your fingers towards the ears and removing the mask over the head, ensuring your fingers never touch the mask.
- Dispose of the mask immediately in a garbage container.
- Upon removing the mask, immediately wash your hands with soap and water
- Stores should designate specific garbage containers throughout the store for collection of masks and gloves only