



## PANDEMIC: REOPENING SAFETY PLAN

### APPENDIX E

#### Non-Medical Face Masks

Singing, dancing, shouting, talking, and breathing: all create micro-droplets. Wearing non-medical masks or face coverings may be an added way to protect others around you, particularly where physical distancing may be challenging (e.g., on public transit, crossing others in limited spaces). Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or discarded properly. Below are tips on what masks and face coverings do, when you should consider using one, and how to wear it safely.

The reason to wear a non-medical mask or face covering is to prevent the spread of the virus from micro-droplets expelled via speech or breathing of symptomatic and asymptomatic infected individuals. It may also prevent other people's droplets from landing in your mouth or nose. Consider wearing one in areas where community transmission of a virus is occurring and where physical distancing may not be possible, e.g. small hallways or in contact with co-workers.

The non-medical masks or face coverings will be purchased from our regular supply sources. The face masks will be distributed to employees on their first day of returning to work or shift. Each employee will receive two (2) face masks for which you are responsible to keep clean.

If you are unable to wear a face mask or covering e.g., medical condition, or unable to wear/remove the mask properly or easily, please advise your supervisor.

#### How to wear a non-medical mask or face covering:

- Wash your hands with soap and water or hand sanitizer for at least 15-20 seconds.
- Make sure it fits snugly (no gaps between mask and face) to cover the nose and mouth, i.e., from below the eyes to around the chin.
- Secure it with ear loops so that it is comfortable, and doesn't hinder breathing and vision.
- Avoid touching the front of the mask or face covering while wearing it– if you do, clean your hands immediately.
- Wear it as long as it is comfortable, and remove when it becomes soiled, damp, damaged or difficult to breathe through.
- During periods of high heat and humidity and working outdoors, wear the face mask only when absolutely necessary, change masks more frequently and take more breaks when necessary.
- Do not share your mask with others.

#### How to remove and care for non-medical masks or face coverings that can be cleaned:

- Remove carefully by grasping the ear straps only or the tie strings.
- Ensure that the front of the mask folds in on itself and avoid touching the front of the mask.
- Place it directly in the paper bag for storing it or bringing it home to be laundered.
- Immediately clean your hands with soap and water or hand sanitizer for at least 15-20 seconds.
- Machine wash with hot water and with regular detergent, which should kill any viruses.
- Change cloth mask as soon as it gets damp or soiled, masks that cannot be cleaned should be disposed in a lined garbage bin with lid.

Poster: Putting On and Taking Off Cloth Mask

Reference: Public Health Ontario, Non-Medical Masks and Face Coverings



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## POST PANDEMIC SAFETY PLAN



### Safely **putting on** and **taking off** a non-medical mask (i.e. cloth mask)

If you wear a non-medical mask, be sure to:

#### PUTTING ON

- Wash your hands before
- Place mask on your face so it covers your mouth and nose snugly (no gaps)
- If applicable, pleats on outer side are facing down
- If applicable, pinch metal strip over nose
- Do not touch the mask or your face while using it
- Do not leave it on your neck, forehead, or hanging from your ear

- Change your mask as soon as it gets damp or dirty
- Wash your hands before removing
- Remove it without touching the side that faces outwards
- Put the mask directly into the washing machine or a plastic bag for cleaning
- Wash your hands and clean any surface the mask touched

#### TAKING OFF

[OttawaPublicHealth.ca/Masks](https://OttawaPublicHealth.ca/Masks)



INSTRUCTOR: \_\_\_\_\_ TRAINEE: \_\_\_\_\_  
DATE: \_\_\_\_\_ Please print your names.