

Tips to Safely Use a Mask During the Work Day for Staff Not Involved in Patient Care:

1. Always perform good hand hygiene before you put the mask on and after you take it off.
2. Be sure the mask is fitted over your ears and covers your nose and mouth.
3. Keep the mask with you throughout the day.
4. Once the mask is on, try not to touch or adjust it.
5. Avoid pulling it down or tucking it below your chin – the mask should either be fully on or taken off.
6. Gently remove the mask when you're not in the presence of patients and for breaks and meals – take care to keep it clean and dry.
7. Use the mask for up to one week, unless soiled or damaged, and dispose of appropriately. Any mask that is soiled or damaged, or worn in a treatment room with a COVID-19 positive or COVID-19 suspected patient, should be disposed of immediately and replaced.

COVID-19 spreads by person-to-person contact through droplets from coughing or sneezing that can land on you and spread to your nose or mouth. We are proactively screening people entering our facilities so anyone who may have symptoms of COVID-19 are given masks, and staff know to use appropriate protective equipment when caring for them. We hope these steps help you feel more confident while serving our patients and community.

And, as always, please remember that the best ways to prevent respiratory illnesses, including COVID-19, are to:

- ✓ Wash your hands thoroughly and frequently.
- ✓ Avoid touching your face – until after you wash your hands.
- ✓ Clean and disinfect surfaces frequently – wipe down counters, keyboards, touchpads and screens, styluses.