

Job Aid: Putting on and removing a face mask

1 PURPOSE

The purpose of this job aid is to provide basic information and instructions on how to put on and remove a face mask.



2 WHAT IS A FACE MASK?



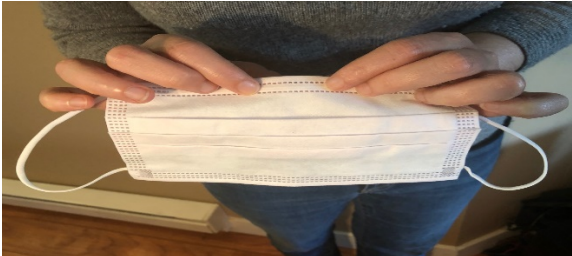
Face masks are loose-fitting masks that cover the nose and mouth, and have ear loops, ties or bands to help secure it in place at the back of the head and neck. There are many different brands that come in different colours.

3 WHAT ARE DISPOSABLE FACE MASKS USED FOR?

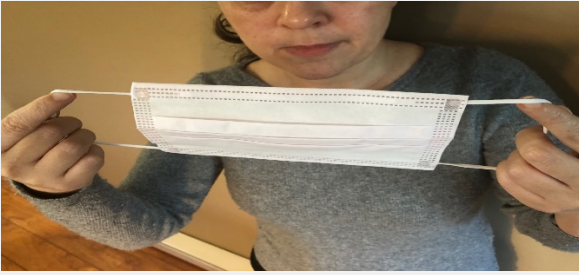



Face masks can help limit the spread of disease. When a person who is ill talks, coughs, or sneezes they may release tiny droplets into the air that can infect others. If they wear a face mask, it can reduce the number of germs that the wearer releases and can protect other people from becoming sick.

4 HOW TO USE A FACE MASK

Always follow the manufacturer's instructions on the storage and use of the mask, and procedures on how to put the mask on and remove it. If procedures are not available, follow the steps below.

<p>1 Clean your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer before touching the mask.</p>	
<p>2 Remove the mask from its packaging and inspect it for defects (holes, tears) on both sides or missing ear loops / ties / bands. If you are wearing eyeglasses, remove them.</p>	
<p>3 Determine which side of the mask is the top. There is usually a metal piece on the top edge to mould to the shape of your nose.</p>	

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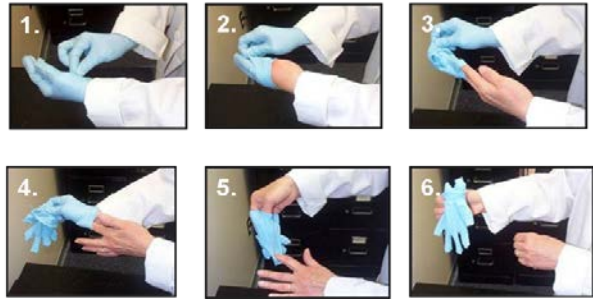




<p>4 Determine which side of the mask is the front. The coloured side of the mask is usually the front and should face away from you, while the white side touches your face.</p>	
<p>5 Follow the instructions below for the type of mask you are using:</p> <p>Face mask with ear loops: Hold the mask by the ear loops. Place a loop around each ear.</p> <p>Face mask with ties: Pick up the mask from the top ties, bring the mask to your nose level, and place the ties over the crown of your head and secure with a bow. Do the same with the bottom ties at the back of the neck.</p> <p>Face mask with bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head and past the top strap so that it rests at the back of your neck.</p>	
<p>6 Using the finger tips of both hands, mould the nosepiece to the shape of your nose by gently pressing it inward and on the sides of the nosepiece.</p>	
<p>7 Make sure the mask is completely secure and covers your nose and mouth so that the bottom edge is under your chin.</p>	

5 FIT TESTING


There is no need to fit test for this type of face mask. They are used as a barrier to help reduce the spread of germs by the wearer.

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6 REMOVING THE MASK

1	Remove your gloves using the appropriate technique (see Job Aid for Removing Disposable Gloves).	
2	Wash your hands with soap and water for 20 seconds or use alcohol-based hand sanitizer before touching your mask.	
3	If you are wearing eyeglasses, remove them next and wash or wipe them. Lean over a garbage bin before removing the mask. Avoid touching the front of the mask as it may be contaminated. Touch only the ear loops / ties / bands.	
4	Depending on the design of your mask: Face mask with ear loops: Hold both ear loops and gently lift and remove the mask. Face mask with ties: Untie the bottom bow first, then untie the top bow and pull the mask away from your face as the ties are loosened. Face mask with bands: Lift the bottom strap over your head then pull the top strap over your head.	
5	Hold the mask with its loops / ties / bands and drop it in garbage. Note: Do not carry, throw or shake the mask.	

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6	Wash your hands with soap and water for 20 seconds or use alcohol-based hand sanitizer.	
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7 SEQUENCE FOR PUTTING ON AND REMOVING YOUR MASK AND GLOVES

It is important to put on and remove your mask and gloves in the right sequence to minimize the potential for exposure to contaminants.

The following provides the proper sequence:

Sequence for putting on your mask and gloves	
1	Face mask
2	Glasses (if you wear them)
3	Gloves

Sequence for removing your mask and gloves	
1	Gloves
2	Glasses (if you wear them)
3	Face mask

8 REFERENCES:

Please refer to Job Aid on removing disposable gloves:

http://intranet.cpggpc.ca/html/branches/other/messages/Uploads/jobaid_removing_gloves-e.pdf