



# COVID-19

## Requirements and procedure for wearing a single use mask

Single use masks (surgical grade mask) is recommended for use when coming into close contact (1.5 metres) with a resident or client, which will be supplied by the organisation.

Your best protection is still to keep 1.5 metres apart from other people, to wash your hands thoroughly and regularly, and cough and sneeze into a tissue or your elbow.

You can remove your single use masks if you are communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication. Anytime it is removed a new mask must be put on.

### Putting on a single use mask

- Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or use a hand sanitiser that is made up of over 60% alcohol.
- Check for defects in the mask, such as tears or broken loops.
- Position the outer side of the mask outward according to the instructions of the manufacturer.
- If present, make sure the metallic strip is at the top of the mask and positioned against the bridge of your nose.
- If the mask has:
  - + ear loops: hold the mask by both ear loops and place one loop over each ear
  - + ties: hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck
  - + dual elastic bands: pull the bottom band over your head and position it against the nape of your neck. Pull the top band over your head and position it against the crown of your head.
- Mould the bendable metallic upper strip to the shape of your nose by pinching and pressing down on it with your fingers.
- Pull the bottom of the mask over your mouth and chin.
- Be sure the mask fits snugly.
- Don't touch the mask once in position.
- Never wear a mask around your neck, you may be contaminating yourself.

**If the mask gets soiled or damp, replace it with a new one and discard the old mask into a bin.**

### Taking off a single use mask

- Wash your hands for at least 20 seconds with soap and water or use alcohol-based hand sanitiser containing at least 60% alcohol.
- Don't touch the front of the single use mask or your face.
- Carefully remove your single use mask by grasping the ear loops or untying the ties. For face coverings with a pair of ties, unfasten the bottom one first, then the top one.
- Single use surgical masks should be disposed of in a closed bin.
- For community and office-based staff, single use surgical masks should be placed in a snap-lock bag and disposed of in a closed bin when possible.
- Clean your hands again by washing them or using alcohol based hand sanitiser.

**If the mask gets soiled or damp, replace it with a new one and discard the old mask in a bin, or a in a snap-lock bag and throw it in a closed bin when possible.**

### How to dispose of a face mask

Unless contaminated, masks can be disposed of in a closed bin. Where the mask is contaminated it should be disposed of in a closed bin. A bin with a foot pedal or other hands-free mechanism to open the lid would be appropriate. The bin for contaminated masks should contain two bin liners to ensure the waste is double bagged. Double bagging minimises any exposure to the person disposing of the waste.

A mask would be considered contaminated if it:

- has been worn by a symptomatic worker or visitor to the workplace, or
- has been worn by a close contact of a confirmed COVID case, or
- is visibly soiled or damp.

Where a closed bin is not available, the contaminated mask should be placed in a snap-lock bag before disposal into the bin. The sealed bag and a single bin liner are considered equivalent to double bagging.

### Questions

#### Can I take my single use masks off when eating or drinking?

You can take your single use mask off when eating or drinking and you must dispose of the mask as above. You should maintain physical distancing of 1.5 metres and practice good hygiene. Eating and drinking should not be used as an excuse not to wear a mask and please do not wear your mask around your neck. You must use common sense and wear a mask at all times where possible.

# HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](http://who.int/epi-win)

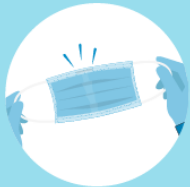
## Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



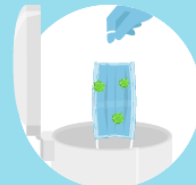
Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

## Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1.5 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·WIN

