Face Shield Use Procedure- COVID-19

Program Administrator: RIT Environmental Health & Safety Department

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Face Shields:
- Must be worn with face covering underneath, except when an employee is behind a barrier.
- Can be disinfected
- Do not touch the outside surfaces of the face shield

RIT video link: https://www.rit.edu/ready/face-masks-and-shields

Equipment
When the face shield cannot be re-used because it has been damaged, contact your supervisor. Your supervisor will inform the Site Safety Monitor for a replacement.

Inspection and Donning Procedures:
Employees must inspect their face shield prior to donning (putting on) for rips, tears, scratches obstructing viewing, or defects.

I. How to Put On Instructions

1. Clean your hands with soap and water or hand sanitizer before touching the face shield.
2. Grab the sides of the face shield to put it on.
3. Gently pull the face shield down around your face.
4. Ensure the face shield is snug around the top of your head/forehead and covering your sides of the face and your chin area.
II. Removal Instructions

1. Clean your hands with soap and water or hand sanitizer before touching the shield. Avoid touching the front of it because it could be contaminated.

2. Individuals should be careful not to touch their eyes, nose, and mouth when removing their shield and thoroughly wash hands immediately after removing for 20 seconds.

III. Disinfecting Face Shield Instructions

1. Lightly wipe down the face shield with a disinfectant after removing it. Let it thoroughly dry before storing it.

2. Wash hands after 20 seconds after disinfecting the face shield.

Service Life

- Face shields shall be discarded:
  a) When damaged

Equipment Disposal

Used/damaged face shields can be disposed of in the regular trash.

For further information contact:

RIT Environmental Health and Safety Department

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