

# Disposable Mask Use Procedure- COVID-19

Program Administrator: RIT Environmental Health & Safety Department

April 2020

Disposable masks should:

- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- Avoid touching the front of the mask

## NOTES:

The Centers for Disease Control and Prevention recommends wearing disposable masks where 6 feet of physical distancing cannot be obtained.

RIT video link: <https://www.rit.edu/coronavirus/face-covering?ref=rit-search>

## I. How to Put On Instructions

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Make sure there are no obvious tears or holes in the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Follow the instructions below for the type of mask you are using.
  - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
  - *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - *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 so that it rests at the nape of your neck.
6. Mold or pinch the stiff edge to the shape of your nose after placing it underneath your glasses.
7. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
8. Pull the bottom of the mask over your mouth and chin.

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## II. Removal Instructions

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask could be contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. *Face Mask with Ear loops:* Hold both of the ear loops and gently lift and remove the mask.
3. *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. *Face Mask with Bands:* Lift the bottom strap over your head first then pull the top strap over your head.
5. **Individuals should be careful not to touch their eyes, nose, and mouth when removing their mask and thoroughly wash hands immediately after removing for 20 seconds.**

### Service Life

- Mask shall be discarded:
  - a) When damaged
  - b) When resistance in breathing is encountered

### Equipment Disposal

Used disposable masks can be disposed of in the regular trash.

### **For further information contact:**

Respiratory Program Administrator: RIT Environmental Health and Safety Department

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