



### Safe Work Procedure Donning, Removing and Disposing of Medical Masks

<b>Facility</b> Winnipeg School Division	<b>Written by:</b> Jennifer Hyra <b>Revised by:</b>	<b>Date created</b> October 23, 2020	<b>Date of last revision</b>
<b>Personal Protective Equipment (PPE):</b> <ul style="list-style-type: none"><li>Gloves (for clean-up)</li></ul>		<b>Training Requirements:</b> <ul style="list-style-type: none"><li>Handwashing</li></ul>	
<p>The use of disposable medical masks may be required as part of a comprehensive strategy to reduce the potential transmission of respiratory hazards, including COVID-19. Direction from Public Health officials in Manitoba are currently requiring medical grade masks to be worn by staff members that are exposed to more than one cohort. Medical masks must also be worn by staff members that move between buildings.</p> <p>Always wash your hands before putting on a mask or after removing a mask. If handwashing facilities are not immediately available, use hand sanitizer until you are able to get to handwashing facilities.</p> <p><b>Putting on your medical mask:</b></p> <ol style="list-style-type: none"><li>Masks should be available directly from the container or box that they originally came in. If providing a mask to someone else, it should be handled with sanitized tongs to reduce the amount of people that have come into direct contact with the masks.</li><li>After washing or sanitizing your hands, remove the mask from the box or container by pinching the mask and pulling it out of the box. This should reduce the potential of taking more than one mask.</li><li>Hold the mask by the ear loops. Ensure that the blue side is facing away from your face, and the metal moldable edge is facing up.</li></ol>			



4. Loop the ear loops around your ears. The top edge with the metal moldable insert should be positioned halfway up the bridge of your nose. Using your fingertips, push down on the metal insert on either side of your nose to get a close fit to your face.



5. Grasp the bottom edge of the mask at your chin and pull down on the mask until it is expanded and rests underneath the chin. The mask should now be positioned fully covering your nose, mouth and chin.



6. If the mask is loose at the edges toward your ears, you may consider removing the loop from your ear, twisting it 180 degrees, and re-looping around your ear. There will not be a tight fit on the edges close to your ears, but this may prevent large gaping.

7. Medical masks should be discarded:
  - a. When moving from one building to another or at the end of your shift (if work is maintained in one building).
  - b. When it becomes visibly soiled.
  - c. When it becomes damp (sweat, humidity from breathing).
  - d. If the mask comes into direct contact with another person (ie. Another person touches or grabs your mask).
  - e. When you have been directly exposed to respiratory droplets (ie. Another person has coughed or sneezed in your face – note this may not be an issue if you are wearing additional protection such as a face shield).

#### **Removing a medical mask:**

8. To remove your medical mask, slide a finger in the ear loop behind each ear and pull the loops until they are removed from your ears.
9. Pull the loops apart until they snap to ensure the mask is no longer usable.
10. Avoid touching any other part of the mask.
11. Deposit the mask in a trash receptacle immediately.
12. Ensure to wash your hands after you have disposed of your mask. Sanitize your hands if handwashing facilities are not available.

#### **Cleaning up discarded masks:**

Disposable masks should be discarded directly into a trash receptacle. If any type of mask has been discarded on the ground or floor, it is important to remember that they may be contaminated.

- Always wear protective disposable gloves to pick up discarded masks.
- Use an additional device to pick up the masks such as a set of sanitized tongs when available.
- Immediately discard the mask in a trash receptacle.
- Immediately remove and dispose of gloves when finished cleaning up the discarded masks. Ensure that you do not touch any other items while wearing the gloves to prevent cross-contamination.
- To remove disposable gloves:
  1. Use the hand that you write with to grasp the cuff of the glove on the other hand.



2. Pull the glove off so that it is inside out. Be sure any soiled material stays inside the glove.



3. Ball up the removed glove in the palm of your gloved hand. Slide one or two bare fingers inside the other glove. Make sure that the bare fingers don't touch the outside of the glove.



4. Pull down with those fingers, peeling off the glove. The first glove will be inside the second glove.



5. Throw the gloves away in a trash receptacle.

**Guidance Documents/Applicable Legislation**

Manitoba Workplace Safety and Health Regulation

- Part 6 – Personal Protective Equipment
- Part 36 –Chemical and Biological Substances

Public Health Orders

- Order 24 – Use of Masks

Public Health Guidelines

- Restoring Safe Schools

Winnipeg School Division Policy/Procedure:

- Program Section 11 - Safe Work Procedures
- Program Section 15 - Personal Protective Equipment

**Employee name:**

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**Employee signature:**

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**Date of review:**

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**Supervisor:**

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