



REFERENCE FOR DISPOSAL SURGICAL TYPE MASKS

WHEN TO USE A MASK

For healthy people wear a mask **only if you are taking care of a person with suspected 2019-nCoV infection**

Wear a mask, **if you are coughing or sneezing**

Masks are effective only when used **in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water**

If you wear a mask then you **must know how to use it and dispose of it properly**



Importance of proper mask use:

Improper donning and removal of a face mask creates greater risk of infection.

If you are going to wear a mask, it is critical that you follow these instructions for proper donning, removal and disposal of your face mask.

How to put on and remove a face mask

Disposable face masks should be used once and then thrown in the trash. You should also remove and replace masks when they become moist.

Always follow product instructions on use and storage of the mask, and procedures for how to put on and remove a mask. If instructions for putting on and removing the mask are not available, then follow the steps below.

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Before putting on a mask, clean hands with alcohol-based hand rub or soap and water



How to put on a face mask



1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask or any other part of 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.
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.

9. Once the mask is secured to your face DO NOT TOUCH YOUR FACE OR ADJUST THE MASK! If you do, you MUST wash your hands for 20 seconds with soap and water before touching anything else.



How to remove a face mask

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 may be contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. Before removing the mask or touching ear loops/ties/bands, bend forward slightly at the waist so the mask is away from your body and clothing.



3. *Face Mask with Ear loops:* Hold both of the ear loops and gently lift and remove the mask.
4. *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.
5. *Face Mask with Bands:* Lift the bottom strap over your head first then pull the top strap over your head.
6. **DO NOT SHAKE THE MASK.** Any Covid-19 particles on the mask may be distributed into the air, on to your clothes or other hard surfaces and may become a source of contamination.

7. Place the mask in a plastic bag, double bag in a second plastic bag and then throw the double bagged mask in the trash. **DO NOT TOUCH YOUR FACE** until you clean your hands with soap and water or hand sanitizer.

The following is providing as a general guideline and is intended for information only. It is based on learnings around best practices, such as those provided by the World Health Organization, but this is a rapidly evolving area. All retailers should adapt to their own circumstances, focused on the health and safety of their employees and customers.