






LOCATION	WRITTEN BY:	APPROVED BY:	DATE CREATED	LAST REVISION
All Schools/Buildings	Lorie Carriere	OT/PT	July 28, 2020	New

PERSONAL PROTECTION EQUIPMENT (PPE)	
 <p>Safety glasses or face shield must be worn at all times when working when there is the potential for splash.</p>	 <p>Long and loose hair must be tied back</p>
 <p>Rings and jewelry (long necklaces / bracelets, etc.) must not be worn.</p>	 <p>Gloves must be worn when working with blood or bodily fluids.</p>
 <p>Appropriate footwear must be worn. Shoe must be fully enclosed. No open toed shoes/sandals.</p>	

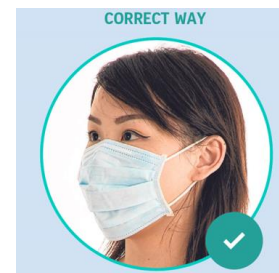
HAZARDS PRESENT	APPARATUS / MATERIALS	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> Exposure to COVID-19 or other bacteria or viruses 	<ul style="list-style-type: none"> Fabric face covering. 	<ul style="list-style-type: none"> Equipment orientation

SAFE WORK PROCEDURE
<p>Careful hand hygiene and public health measures, including frequent hand washing and physical distancing, remain the best approach to reduce your chance of being exposed to COVID-19.</p> <p>Wearing a homemade (non-medical) mask in the community and when in public has not been proven to protect the person wearing it and is not a substitute for physical distancing and hand washing. However, wearing a homemade mask is another way of covering your mouth and nose to prevent your respiratory droplets from spreading to others or landing on surfaces. When combined with physical distancing, wearing a non-medical mask/face covering is the best practice for reducing the spread of COVID-19.</p> <p>Reminder, fabric masks/face coverings are not medical personal protective equipment and are not regulated like medical masks and respirators. They may not provide complete protection from virus particles because of a potential loose fit and the materials used (not an N95 mask).</p>

When wearing a non-medical mask/face covering, you must follow the same procedures for wearing a medical mask. This will further reduce the risk of spreading COVID-19. All the information regarding mask usage apply equally to non-medical masks/face coverings, the only exception being that non-medical masks/face coverings are washable/reusable.

PROCEDURE – HOW TO DON A FACE MASK:

1. Perform hand hygiene
2. Inspect the mask to ensure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the outside and which side of the mask is the inside.
4. Hold the mask by the ear loops. Place a loop around each ear.
5. Using the index fingers of both hands, press the stiff edge of the noseband to the shape of your nose. Do not pinch the band with one hand as it may become deformed.
6. Try to fit it snugly against the sides of your face
7. Pull the bottom of the mask over your mouth and down over your chin.
8. Ensure you can breathe easily.
9. Wash or sanitize your hands once completed.



Remember, you do not want to touch your mask during use so take the few seconds needed to make sure it is secure on your head and fits snugly around your face so there are no gaps.

PROCEDURE – HOW TO REMOVE A FACE MASK:

1. Perform hand hygiene before touching the mask.
2. Avoid touching the front of the mask. The front of the mask is contaminated and should not be touched. Only touch the ear loops.
3. Hold both of the ear loops and gently lift and remove the mask.
4. Safely store your mask until your next shift.
5. At the end of shift, take your mask home and wash it.
6. Perform hand hygiene once you have removed and stored or discarded the mask.



Hand hygiene is the cornerstone of preventing infection transmission. You should perform hand hygiene immediately after removing PPE. If your hands become visibly contaminated during PPE removal, wash hands before continuing to remove PPE. Wash your hands thoroughly with soap and warm water or, if hands are not visibly contaminated, use an alcohol-based hand rub.

HOW TO SAFELY STORE YOUR MASK:

Cloth masks or face coverings should be changed and cleaned if they become damp or soiled. You can wash your cloth mask by:

- putting it directly into the washing machine, using a hot cycle, and then dry thoroughly.
- washing it thoroughly by hand if a washing machine is not available, using soap and warm/hot water.
- allow it to dry completely before wearing it again.

IMPORTANT THINGS TO REMEMBER:

- Social distancing is still the key, masks use is meant to decrease the risk – it does not eliminate it 100%.
- Wear your mask properly – Ensure your mask is put on the right way (colored side out).
- Once the mask is fitted properly on the nose, it should be extended so that it fits right under your chin. This is to ensure maximum coverage. You are not protected if your nose is exposed. The purpose is to breathe through the mask not around it.
- Do not:
 - Wear a loose mask;
 - remove the mask to talk to someone;
 - hang the mask from your neck or ears;
 - don't share your mask with someone else or leave it within reach of others.
 - touch the mask once you have put it on – if you have to touch your mask , ensure your hands are clean before adjusting the mask, then perform hand hygiene after. It's best to avoid touching your face in general.
 - apply any chemicals or disinfectant to your mask. Doing so destroys the integrity of the mask – you may also be breathing in chemical fumes.
 - touch the mask with your tongue – doing so makes the mask wet and more porous.
- Only remove the mask using the elastic ear straps - Taking off your face mask improperly or reapplying it with contaminated hands can move the bacteria or virus directly into the breathable area.

WHEN TO REMOVE YOUR MASK:

- During breaks
- Prior to and during eating a meal.
- Remember to use social distancing when not wearing a mask.

WHEN TO CHANGE YOUR MASK:

- At the end of your shift.
- When it is visibly soiled.
- When it becomes damp (sweat, humidity from breathing).
- If the mask comes into direct contact with a student/staff or other.
- When you have been directly exposed to respiratory droplets, someone has coughed or sneezed into your face).



HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

DO'S

- **DO** wear a non-medical mask or face covering to protect others.
- **DO** wash your hands or use alcohol-based hand sanitizer before and after touching mask or face covering.
- **DO** use the ear loops or ties to put on and remove mask.
- **DO** ensure your nose and mouth are fully covered
- **DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.
- **DO** store re-usable mask in a clean paper bag until you wear it again.
- **DO** discard mask that cannot be washed in a plastic lined garbage bin after use.

DON'TS

- **DON'T** reuse masks that are moist, dirty or damaged.
- **DON'T** wear a loose mask.
- **DON'T** touch mask while wearing it.
- **DON'T** remove mask to talk to someone.
- **DON'T** hang mask from your neck or ears.
- **DON'T** wear mask under your chin.
- **DON'T** share your mask.
- **DON'T** leave your used mask within the reach of others.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- people who suffer from an illness or disability that makes it difficult to put on or take off a mask
- those who have difficulty breathing
- children under the age of 2 years

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5
- Mb. Regulations 217/2006,
Part 35, (WHMIS Application)
Part 36, (Chemical & Biological Substances Application)
- Shared Health Manitoba
- Mb Education
- Health Canada