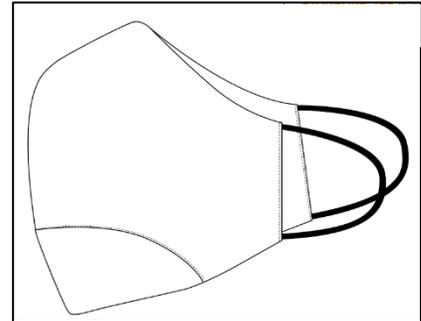


# Job Aid: Putting on and removing a reusable/washable face cover

## 1 PURPOSE

The purpose of this job aid is to provide basic information and instructions for how to put on, remove and care for a reusable/washable face cover.



## 2 WHAT IS A REUSABLE/WASHABLE FACE COVER?

Reusable/washable face covers are loose-fitting masks that cover the nose and mouth, and have ear loops, ties or bands to help secure them in place at the back of the head and neck. Reusable/washable face covers can come in many styles and fabrics.

## 3 WHAT ARE REUSABLE/WASHABLE FACE COVERS USED FOR?

Reusable/washable face covers can help limit the spread of disease. When a person who is ill talks, coughs or sneezes, they may release tiny droplets into the air that can infect others. If they wear a face cover, it can reduce the number of germs that the wearer releases and can protect other people from becoming sick.

Reusable/washable face covers can become contaminated on the outside or when touched by hands and are not efficient if they become damp. Avoid moving the face cover around or adjusting it often.

## 4 HOW TO USE A REUSABLE/WASHABLE FACE COVER

Always follow the steps below on how to put it on and remove it. Washable/reusable face covers need to be washed daily and stored properly when not in use.

- 1 Clean your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer before touching the mask.



- 2 Remove the face cover from its packaging and inspect it on both sides for defects (holes, tears), missing ear loops / ties / bands and if soiled (dirt, marks, etc.). If you are wearing eyeglasses, remove them.  
**Note:** ensure face cover is thoroughly dry. Do not use if damp or wet.



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<p>3 Determine which side of the face cover is the top – look for a narrower “peak” that goes over the nose. There may be a plastic nosepiece on the top edge to mould to the shape of your nose.</p>	
<p>4 Cup the face cover in your hand with the top part or the nosepiece in your fingertips.</p>	
<p>5 Follow the instructions below for the type of face cover you are using:</p> <p><b>Face cover with ear loops:</b> Hold the face cover by the ear loops. Place a loop around each ear.</p> <p><b>Face cover with ties:</b> Pick up the face cover from the top ties, bring it to your nose level, and place the ties above your ears and secure with a bow. Do the same with the bottom ties at the back of the neck.</p> <p><b>Face cover with bands:</b> Hold the face cover in your hand with the nosepiece or top of the face cover at fingertips, allowing the headbands to hang freely below hands. Bring the face cover 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 and past the top strap so that it rests at the back of your neck.</p>	
<p>6 Both your nose and mouth need to be well covered. Position the face cover at a comfortable height over the ridge of your nose and tuck under your chin. If there is a nosepiece, mould it to the shape of your nose by gently pressing inward and on the sides of the nosepiece.</p>	

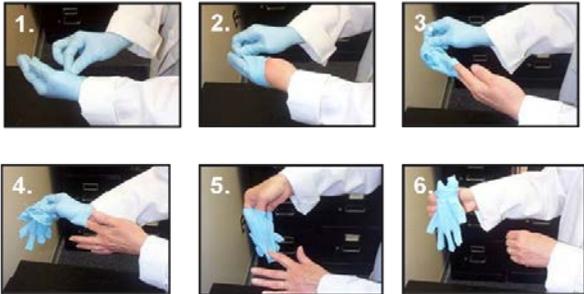
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<p><b>7</b> Make sure the face cover is secure and covers your nose and mouth so that the bottom edge is under your chin. Adjust to ensure that the fabric resting under your eyes and on the sides of your face is not gaping.</p>	
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## 5 FIT TESTING

There is no need to fit test this type of face cover. They are used as a barrier to help reduce the spread of germs by the wearer. Reusable/washable face covers should fit snugly but comfortably against the side of the face and allow for breathing without restriction.

## 6 REMOVING THE FACE COVER

<p><b>1</b> Remove your gloves using the appropriate technique (see Job Aid for Removing Disposable Gloves).</p>	
<p><b>2</b> Wash your hands with soap and water for 20 seconds or use alcohol-based hand sanitizer before touching your face cover.</p>	
<p><b>3</b> If you are wearing eyeglasses, remove them next and wash or wipe them. Lean over a washing machine before removing the face cover. Avoid touching the front of the face cover as it may be contaminated. Touch only the ear loops / ties / bands.</p>	

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<p><b>4</b> Depending on the design of your face cover:</p> <p><b>Face cover with ear loops:</b> Hold both ear loops and gently lift and remove the face cover.</p> <p><b>Face cover with ties:</b> Untie the bottom bow first, then untie the top bow and pull the face cover away from your face as the ties are loosened.</p> <p><b>Face cover with bands:</b> Lift the bottom strap over your head, then pull the top strap over your head.</p>	
<p><b>5</b> Hold the face cover with its loops / ties / bands and put it in the washing machine directly or store it in a zip lock bag if it cannot be washed immediately.</p> <p><b>Note:</b> Do not carry, throw or shake the face cover.</p>	
<p><b>6</b> Wash your hands with soap and water for 20 seconds or use alcohol-based hand sanitizer.</p>	
<p><b>7</b> Washing and storing reusable face cover:</p> <p>Look for manufacturer's instructions for washing. If you do not have instructions, reusable/washable face covers can usually be washed in the washing machine in the delicate cycle without the risk of contaminating other items in the same load. Lay it flat to dry. Ensure the face cover is completely dry before using it or storing it.</p> <p>Store the clean and dry reusable face cover in a zip lock bag to keep it hygienic.</p>	<p>Reusable/washable face covers should be washed daily and replaced every month</p> 

## 7 SEQUENCE FOR PUTTING ON AND REMOVING YOUR FACE COVER AND GLOVES

It is important to put on and remove your face cover and gloves in the right sequence to minimize the potential for exposure to contaminants.

The following provides the proper sequence:

<p><b>Sequence for putting on your face cover and gloves</b></p>
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1	Face cover
2	Glasses (if you wear them)
3	Gloves

Sequence for removing your face cover and gloves	
1	Gloves
2	Glasses (if you wear them)
3	Face cover

## 8 REFERENCES:

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Please refer to Job Aid on Removing Disposable Gloves:

[http://intranet.cpggpc.ca/html/branches/other/messages/Uploads/jobaid\\_removing\\_gloves-e.pdf](http://intranet.cpggpc.ca/html/branches/other/messages/Uploads/jobaid_removing_gloves-e.pdf)