

April 3, 2020

Pandemic Response Level Elevated - Universal Masking

Universal Masking Process for Healthcare Team

Masks are a valuable and scarce resource. Please ensure that you have your mask with you as you enter the building for each shift and that you take it home with you at the end of each shift.

- You will receive a mask when entering the screener station for your first shift. After that, you must bring your mask with you and put it on at the screener station.
- At the screener station, sanitize your hands before taking your mask out of the bag and sanitize your hands after you put the mask on your face.
- Wear the mask at all times during the day except when eating or drinking. When taking your mask off to eat or drink and when putting it back on, follow the proper procedure for donning and doffing (click on these links to watch the [donning](#) and [doffing](#) videos).
- Do not wear your mask around your neck or pull it under your chin at any time, including while eating or drinking.
- At the end of your shift, go to the screener station, sanitize your hands, remove the mask, put the mask back in your bag, and sanitize your hands again.
- DO NOT leave your mask in the bag on your unit. Masking begins when you enter the screener station.
- If you need a new mask during your shift, it will be provided on your unit.

MHC is providing clinically approved PPE to you to ensure your safety. For this reason, **homemade masks may not be worn by members of the Healthcare Team.** Patients and visitors may wear their own homemade or purchased masks as long as they are clean and not torn.

Please help us preserve the supply of PPE by reducing the need for replacement masks whenever possible. [Infection Prevention guidelines](#) should be followed on the use and reuse of surgical masks.



Competency	Putting on, Taking off, and Storing a Surgical Procedure Mask
Competency Statement	Universal Masking for Health Care Team with Patient Care

Competency Criteria

EXTERNAL SURFACES OF PPE ARE CONSIDERED CONTAMINATED

√ Universal Masking Process – This will provide the option of wearing a surgical care mask during direct close contact with patients, within 6 feet.

Wearing a Surgical Care Mask is an interim step to help our staff feel safer.

When you are within 6 feet of a patient, a surgical care mask alone would not be sufficient to prevent transmission of COVID-19. (It would require a full set of appropriate personal protective equipment.)

You will receive a surgical care mask and paper bag. Write your name on your bag.

These are the steps to put on your surgical mask:

- Wash your hands or apply hand sanitizer
- As you hold the mask, ensure the flexible band is at the top of the mask. Place the mask to your face by holding the edges
- Secure the ear loops behind your ears
- Pull the mask below your chin
- Press fit the flexible band to the bridge of your nose
- Wash your hands or apply hand sanitizer

√ Taking off and storing your Surgical Care Mask

Open the paper bag.

Wash your hands or apply hand sanitizer.

Remove surgical mask by grasping elastic around the ears; **remove without touching the front of the mask.**

Fold the mask in half, keeping the clean side against the clean side.

Place mask in bag or container for repeated use if clean and dry.

Keep your mask in a safe location between shifts. Continue to use it as long as it remains clean and dry.

Wash your hands or apply hand sanitizer.