

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.

