

# SAFE WORK PROCEDURE

Applying and Removing Face Masks  
During COVID-19

<p><b>Location:</b></p> <ul style="list-style-type: none"> <li>All LRSD Schools and Facilities</li> </ul>	<p><b>Date Created:</b> August 16, 2020 <b>Date Revised:</b></p> <p><b>Written By:</b> Tara Baschuk, WSH Officer <b>Approved By:</b> Lisa Aitken, Assistant Superintendent</p>
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<p><b>Potential Hazards:</b> Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.</p>	<p><b>Personal Protection Equipment (PPE) or Devices Required</b></p> <ul style="list-style-type: none"> <li>Mask</li> </ul>	<p><b>Additional Training Requirements:</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>
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Non-medical masks can help reduce the transmission of COVID-19. Wearing non-medical masks is an additional layer of personal protection that can help prevent COVID-19 from spreading. In order for masks to be effective, they must be put on and removed properly.

**DO'S**

- Before putting on a mask, wash hands with soap and warm water for at least 20 seconds or use an alcohol-based sanitizer
- Inspect the mask for damage or dirt. Any disposable masks that meet these criteria should be discarded properly. If the mask is reusable, ensure it is cleaned or repaired prior to use.
- Apply the mask and adjust to your face without leaving gaps on the sides and ensuring to cover your mouth, nose and chin
- Avoid touching the mask while it is being worn
- If you need to remove your mask, wash hands with soap and water for at least 20 seconds or use an alcohol-based sanitizer
- Remove the mask by the straps behind your ears or head ensuring not to touch the front of the mask
- Pull the mask away from your face and dispose of it immediately into a garbage, or if reusable. into a ziplock bag or your personal backback
- Wash your hands or apply alcohol based sanitizer

**DON'TS**

- Do not use a mask that appears damaged or dirty
- Do not wear a loose mask
- Do not wear the mask under the nose

**REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR**

**Guidance Documents / Standards / Applicable Legislation / Other:**

- Government of Manitoba <https://www.gov.mb.ca/covid19/factsheets.html>
- Safe Work Manitoba [https://www.safemanitoba.com/News/Pages/Coronavirus-\(COVID-19\)-Update.aspx](https://www.safemanitoba.com/News/Pages/Coronavirus-(COVID-19)-Update.aspx)