

# When and how to wear a face mask

It is strongly encouraged that all employees, contractors, and SMPs, wear protective face masks in the workplace at all times. It is also strongly recommended that you and your families wear face masks when leaving home, to go to public areas where you may be near people.

Face masks are not a substitute for physical distancing.

## Wearing a face mask

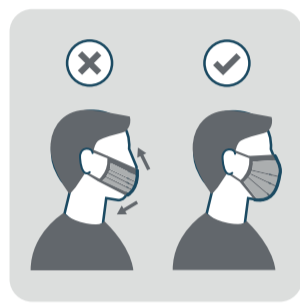
Masks are effective only when used in combination with frequent hand cleaning. They are not a substitute for physical distancing.

Face masks should NOT be used by children under 2 years old, or on people who are unconscious.



### Step 1

Clean hands with soap and water for 40 to 60 seconds, or hand sanitizer for 20 to 30 seconds, before touching the mask.



### Step 2

Cover your mouth and nose with the mask, and make sure there are no gaps between your face and the mask. It should fit squarely to the sides of the face and chin.



### Step 3

Mold or pinch the nose strip to conform to the shape of your nose.



### Step 4

While wearing a mask, avoid touching it, or your eyes, nose, and mouth.

## Removing a face mask

### Single-use mask

Replace the mask with a new one as soon as it is damp and do not reuse.



### Step 1

Clean hands with soap and water for 40 to 60 seconds, or hand sanitizer for 20 to 30 seconds, before touching the mask.



### Step 2

Remove the mask from behind (do not touch the front of the mask).



### Step 3

Discard immediately in a closed bin, and then clean hands with soap and water or hand sanitizer.

### Reusable cloth mask



### Step 1

Clean hands with soap and water for 40 to 60 seconds, or hand sanitizer for 20 to 30 seconds, before touching the mask.



### Step 2

Remove it from behind (do not touch the front of the mask). Then clean hands with soap and water or hand sanitizer.



### Step 3

Cloth masks should be machine or hand washed in hot water with laundry soap, when visibly soiled or after each day. Machine or air dry thoroughly. This is sufficient for disinfection.

