



Solutions for a Cleaner Environment



COVID-19 | 04/15/20

Proper Procedure for Putting On & Taking Off a Face Mask

When Done Wrong, You Risk Contamination

Recommendations for Face Masks

Currently the Center for Disease Control (CDC) is recommending that everyone wear cloth face coverings in public settings to reduce the spread of COVID-19. This will help people who may be unaware they have the virus from transmitting it to others while simultaneously further protecting healthy individuals from contracting it.

Using Disposable & Reusable Face Masks

Disposable face masks should be thrown out after one use or if the mask becomes moist during use. Likewise, purchased or homemade reusable face masks should be properly laundered in hot water between uses or if the mask becomes moist.



Always follow product instructions on use, storage of a mask, and for how to properly put on and remove a mask. If instructions are not provided or available, then follow the steps listed here.

How to Put On a Face Mask

1. Clean your hands with soap and water for *at least* 20 seconds before touching a clean mask.
 - a. If you are unable to properly wash your hands, use a hand sanitizer that contains at least 60% alcohol, rubbing your hands together until they are fully dry.
2. Remove a mask from the box and check for any obvious tears or holes on either side of the mask.
3. Determine which side of the mask is the top.
 - a. TIP: If the mask has a stiff bendable edge, then this is the top and that bendable edge is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front.
 - a. TIP: The colored side of a mask is usually the front and should face away from you while the white side is touching your face.
5. Follow the instructions below for the type of mask you are using:
 - a. **Face Mask with Ear Loops:** Hold the mask by the ear loops. Place a loop around each ear.
 - b. **Face Mask with Ties:** Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow. Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
 - c. **Face Mask with Bands:** Hold the mask in your hand with the nose-piece or top of the mask at your fingertips, allowing the headbands to hang freely below hands. Bring the mask 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 so that it rests at the nape of your neck.
6. If applicable, mold or pinch the stiff edge to the shape of your nose.
7. Pull the bottom of the mask over your mouth and chin.

How to Take Off a Face Mask

1. Clean your hands with soap and water for *at least* 20 seconds before touching the mask and your face.
If you are unable to properly wash your hands, use a hand sanitizer that contains at least 60% alcohol, rubbing your hands together until they are fully dry.
2. Before removing the mask, note the following:
 - a. The front of the mask is what is possibly contaminated and you need to avoid touching it.
 - b. Be mindful to only touch the ear loops/ties/band.
3. Follow the instructions below for the type of mask you are using:
 - a. **Face Mask with Ear Loops:** Hold both of the ear loops and gently lift and remove the mask.
 - b. **Face Mask with Ties:** Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
 - c. **Face Mask with Bands:** Lift the bottom strap over your head first then pull the top strap over your head.
4. Throw disposable masks in the trash or wash reusable masks appropriately in hot water.
 - a. Due to the shortage of masks some people are choosing to reuse KN95 or N95 masks. If that is the case, put the used mask in a brown paper bag and allow it to sit for *a minimum of 3* days in order for contaminants on the mask to die. Heat and a dry environment are ideal for this process to happen the fastest. You should dispose of any mask once it is visibly dirty.
5. Clean your hands again with soap and water or hand sanitizer.



Other Helpful Tips

STEPS TO PROPERLY WASHING YOUR HANDS:

1. Rinse your hands of any dirt or grease before adding soap
2. Apply soap and rub hands together making sure to get every area of your hands, fingers and any exposed areas of your wrists
3. Hum the tune of "Happy Birthday" twice to ensure you are washing for the proper amount of time - at least 20 seconds
4. Rinse off all the soap
5. Dry - a very important step to removing germs!
6. If possible, avoid recontamination
 - a. Use a paper towel to turn off the faucet and when touching the door handle to leave the room.



EVEN WITH A FACE MASK, YOU SHOULD BE PRACTICING SOCIAL DISTANCING:

The state of Ohio is currently under a Stay at Home Order until May 1, 2020. People should only be making trips out if they are considered essential workers or to get necessary supplies. When out in public, the CDC recommends maintaining at least a 6 foot distance from other people even if you are wearing personal protective gear.

We're happy to help with any questions! Please reach out to your account manager or ALCO's customer service listed below.

For a full list of all our COVID-19 Resources, [click here](#). New information is still being discovered about COVID-19 though some information, like the way the virus spreads and what we can do to prevent it, we do not expect will change drastically. Should it, we will update accordingly although we recommend businesses be proactive in learning about COVID-19 as well. The [Center of Disease Control \(CDC\)](#) and the [World Health Organization \(WHO\)](#) are great resources for staying up to date.



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