Important note: Continue all PPE Conservation Practices
- This is a living document. The most recent version is available on the OUM Intranet COVID-19 Resources Portal.
- The intent of this guidance is to ensure that every person in the facility wears a mask.

**1.03.02 - Masking Policy – 11/17/2020**

<table>
<thead>
<tr>
<th>Non-Medical Grade Mask</th>
<th>KN-95 or Procedural/Surgical Masks</th>
<th>N95 Masks &amp; OVER-MASK</th>
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</thead>
<tbody>
<tr>
<td>Cloth Mask or Dust Cover Mask</td>
<td>Ear Loops or Ties</td>
<td></td>
</tr>
</tbody>
</table>

**NOT ALLOWED**

- Mask with Valves or "Air Holes"
- Buffs or Gaiters
- Scarves or Bandanas

- Patients and Approved Visitors arriving to campus for scheduled appointments.
- Approved Visitors must wear mask ANY TIME a healthcare worker/provider is in the patient’s room.
- Children under two years of age are NOT required to wear a mask.
- Employees, Students, Contract Workers, & Vendors should wear a mask when:
  - Riding the Shuttle
  - All Facility Common Areas
  - Indoors & Outdoors on Campus
- DOC Guards/Elite Protection

**Laundering Instructions for CLOTH MASKS on other side.**

- All staff providing direct patient care must wear protective eyewear.
- Employees/Students/Contract Workers when caring for NON-PUI or NON-COVID patient
- Approved vendors in a clinical area
- Any hospitalized patient when outside the patient’s room
- Entry Screening Desk Team
- EVS Staff
- Food & Nutrition (tray runners)
- Transport (In-house, EMS & Non-EMS)
- Lab Staff
- Child Life Specialists
- Admitting (if on floor or with visitors)
- Chaplains
- Pharmacy Staff (on units)
- All staff providing direct patient care must wear protective eyewear.
- Employees/Contract Workers when caring for Person Under Investigation (PUI) or COVID+ Patient must wear FACILITY-ISSUED N95 masks.
- An over-mask should be worn with the facility-issued N95 when performing aerosolizing procedures to allow for mask disinfection at the end of the shift.
- Nursing or Allied Health Students should NOT care for PUI or COVID + patients.
- Aerosolizing Procedures ANY patient, regardless of COVID status
  - Staff MUST WEAR FACILITY-ISSUED N95 Mask and over-mask
  - Obtaining Nasopharyngeal Specimens
  - Nebulizer
  - High Flow Oxygen
  - Nasotracheal suctioning
  - Non-Invasive Ventilation
    - BIPAP/CPAP
  - Bronchoscopy
  - Intubation/Extubation
  - CPR
- Staff in the EMERGENCY DEPARTMENT will continue to wear facility-issued N95 + over-mask during their shift.
- Staff NOT caring for PUI or COVID+ patients should NOT wear a facility-issued N95 mask. In these situations, staff may wear self-purchased/self-provided N95 with an over-mask.
- PAPR can also be used for aerosolizing procedures. See 1.03.05 - PAPR Protocol for more information.
### Laundering of Non-Medical Grade Masks

- Non-Medical Grade Masks are permitted to be brought from home for employees/contractors that work in NON-PATIENT CARE areas.
  - Cloth masks should be washed DAILY with detergent in HOT water, on delicate cycle
  - Put in dryer on delicate cycle
  - Dust cover masks cannot be laundered.
- Inspect cloth mask afterwards for any issues with cloth or elastic integrity.
- If cloth mask is torn or if dust cover mask is soiled, discard the mask.

### Reuse of KN-95 or Procedural/Surgical Masks

- See 1.03.03 KN95 & Procedural/Surgical Mask Reuse for labeling and storage instructions.
- Continuous wear of a KN95 or Procedural/Surgical Mask is preferred.
- KN-95 and Procedural/Surgical Masks can be re-used for a maximum of 3 shifts if NOT soiled or torn.
- Store mask in bag with handles (labeled the same as the mask) between each use.
- Place the ear loops/ties over the bag handles to suspend the mask in the bag.
- Remember to be careful to not touch the front of the mask as it is considered contaminated.
- At the end of each shift, with a permanent marker, place an “x” on the interior, left-side of the mask near the ear loops to document the mask had been worn for 1 shift.
- After wearing the mask for the 3\(^{rd}\) shift, dispose of the mask.
- **EXCEPTIONS:**
  - KN95 or Procedural/Surgical masks worn in the following areas should NOT be reused:
    - Operating Rooms
    - Invasive Procedural Areas
      - Cath Lab
      - ECHO
      - Endoscopy
      - VIR
  - Wear the mask during the shift and then discard.

### Disinfection of N95 Masks

- See 1.03.04 N95 Mask Disinfection for labeling, storage and disinfection instructions.
- Continuous wear of an N95 mask + over-mask is preferred.
  - After mask is worn after the 2\(^{nd}\) disinfection process, is should be discarded.
- Store mask in bag with handles (labeled the same as the mask) during the shift.
- Place the elastic straps over the bag handles to suspend the mask in the bag.
- Remember to be careful to not touch the front of the mask as it is considered contaminated.
- Inspect mask after disinfection and discard if soiled or elastic is stretched or cracked.
- Mask must pass the seal test prior to use.
- N95 worn alone during aerosolizing procedure should NOT be disinfected and must be discarded.