

CHEM -SOP- 04	Revision #: 02	Implementation Date: May-2020	Last Reviewed/ Update: May-2020	Page #: 1 of 4
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PROPER USE OF NON-MEDICAL FACE MASKS

The Department of Chemistry has secured the provision of reusable cloth face masks for St George patrons working in research laboratories and staff that requires to work on-site. These masks will be available from the Chem-Stores. The use of cloth face masks (non-medical masks) provides partial protection for the users and significantly protects the person in front of the user. Therefore, if everybody wears a non-medical face mask, we will all be protecting each other.

The Technical Service Units, Stores, and the Shops (machine, glassblowing, and electronic) will all require visitors to be wearing non-medical masks before entering the premises.

For more information on U of T position regarding the use of face cloth masks, please visit [COVID-19-General-Workplace-Guideline-May-28-2020.pdf](#), page 30).

Non-Medical masks (not face-shields) are encouraged to be worn whenever 2 m of interpersonal separation cannot be maintained or to enter technical services units or tight general spaces like stairwells. Do not wear them all the time; as soon as it becomes damp it is no longer effective.

1. Purpose: to provide detail instructions on how to wear and sterilize reusable cloth face masks when entering common spaces (labs, office, group meeting rooms) and all the service units

2. Scope: applies to everybody working at Lash Miller

3. Prerequisites: Understanding of Social Distancing principles and COVID19 transmission (refer to Public Health Ontario for further information)

4. Responsibilities: Principal investigators are responsible to facilitate the implementation of this SOP and lab-personnel are responsible to comply

5.

Personal Protective Equipment (PPE): LM-COVID19-PPE Kit

Face mask: must wear while sharing the space with others if deemed so by a risk assessment (physical distancing cannot be ensured). Face shield is optional



6. **Procedure:**

NOTE: Supervisors can solicit a risk assessment from EHS before deciding to implement the use of non-medical face masks.

Appropriate use of non-medical mask or face covering

When worn properly, a person wearing a non-medical mask or face covering can reduce the spread of his or her own infectious respiratory droplets.

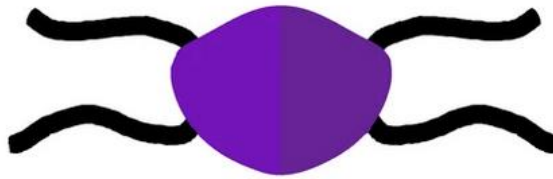
Non-medical face masks or face coverings **should**:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping

LM-masks include a pocket to accommodate a paper towel or disposable coffee filter, for increased benefit. They also include a removable wire that provides a tighter fit as long as the right size is chosen

SIZE of Face mask: It is important to determine the proper size

- 1) Use the chart (see below) and determine your size



SIZE	WIDTH	CURVE*
XS:	8"	5"
S:	9"	5.5"
M:	9.5"	6"
L:	10"	6.5"

**CURVE REFERS TO THE DISTANCE BETWEEN THE BRIDGE OF THE NOSE TO UNDER THE CHIN.*

- 2) Recommended to obtain 2 masks per person. This will allow for cleaning one every day (at end of day-use) and still have one cleaned available.
- 3) The LM-COVID19-PPE-Kit will be provided at no cost, one time only, by Department of Chemistry at St George Campus. The kit includes 2 face masks and one face shield. People can decline the face shield as it is optional. Replacement of COVID19 PPE due to loss or damage will be the responsibility of the PI or manager.
- 4) You can opt for just the two non-medical face masks (face shield is optional)

Non-medical masks or face coverings **should not**:

- be shared with others
- impair vision or interfere with tasks
- be placed on children under the age of 2 years
- be made of plastic or other non-breathable materials
- be secured with tape or other inappropriate materials
- be made exclusively of materials that easily fall apart, such as tissues
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

Face Mask Poster

[How to Use Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

How to put on a non-medical mask or face covering

1. Ensure the face covering is clean and dry.

2. Wash your hands with warm water and soap for at least 20 seconds before touching the mask.
 - If none is available, use hand sanitizer with a minimum 60% alcohol base.
3. Ensure your hair is away from your face.
4. Place the face covering over your nose and mouth and secure to your head or ears with its ties or elastics.
 - Adjust if needed to ensure nose and mouth are fully covered.
 - The mask should fit snugly to the cheeks and there should not be any gaps.
5. Repeat Step 2.

While wearing a non-medical mask or face covering, it is important to avoid touching your face. If you do touch your mask or face, you should immediately wash your hands with warm water and soap for at least 20 seconds. You can also use hand sanitizer with a minimum 60% alcohol base.

Wearing a face shield will improve your chances of not touching your face

How to remove a non-medical mask or face covering

1. Wash your hands with warm water and soap for at least 20 seconds.
 - If none is available, use hand sanitizer with a minimum 60% alcohol base.
2. Remove the face covering by un-tying it or removing the loops from your ears.
 - Avoid touching the front of the mask when removing it.
 - It can be placed in a plastic bag temporarily if you are not at home.
 - Make sure you close or zip seal the bag while storing it.
3. After removing the face covering, repeat Step 1.

Cleaning and disposing of non-medical masks and face coverings

If you plan to reuse the mask, wash it before wearing it again. Change your cloth mask as soon as it gets damp or soiled by:

- putting it directly into the washing machine
- washing it with other items using a hot cycle, and then dry thoroughly
- Alternatively: hand wash and then boil it for 5 minutes.

Resources:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>