

Instructions for Putting On and Taking Off a Mask

General Guidelines

- Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or discarded properly.
- **DO NOT** touch a mask while wearing it; **DO NOT** leave a mask around your neck, hanging from your ear, or on your forehead; **DO NOT** store masks in your pocket, **DO NOT** share your mask with others.
- **ALWAYS clean your hands** with soap and water or alcohol-based hand sanitizer:
 - Before putting on a mask
 - Frequently while wearing a mask
 - If you accidentally touch your mask
 - After taking it off

How to Put on a Mask

Surgical Mask with Ties	Surgical Mask with Ear Elastics
Clean your hands. Wash with soap and water or use alcohol-based (70-90%) hand sanitizer.	Clean your hands. Wash with soap and water or use alcohol-based (70-90%) hand sanitizer.
Find front side of mask (usually the coloured side of the mask). Front side faces away from you, white side touches your face.	Find front side of mask (usually the coloured side of the mask). Front side faces away from you, white side touches your face.
Position mask with nose piece on top (nose piece is the stiff bendable edge of mask). Mold (gently pinch) nose piece to shape of your nose.	Position mask with nose piece on top (nose piece is the stiff bendable edge of mask). Mold (gently pinch) nose piece to shape of your nose.
Bring mask to nose level. FIRST place top ties over crown of your head and secure with a bow. Then take bottom ties, one in each hand, and secure with a bow at the nape of your neck.	Hold mask by ear loops and place a loop around each ear.
Bend nose piece over bridge of your nose so mask fits snugly over your nose and mouth.	Bend nose piece over bridge of your nose so mask fits snugly over your nose and mouth.
Stretch bottom of mask to fit snugly under your chin.	Stretch bottom of mask to fit snugly under your chin.
Make sure there are no gaps between your face and the mask.	Make sure there are no gaps between your face and the mask.
Change your mask if it becomes damp wet or dirty.	Change your mask if it becomes damp, wet, or dirty.
How to Take Off a Mask	
Surgical Mask with Ties	Surgical Mask with Ear Elastics
Clean your hands. Wash with soap and water or use alcohol-based (70-90%) hand sanitizer.	Clean your hands. Wash with soap and water or use alcohol-based (70-90%) hand sanitizer.
Do not touch front of your mask to remove it.	Do not touch front of your mask to remove it.
FIRST untie bottom bow then top bow. Pull mask away from you as ties are loosened.	Remove elastic loops of mask from around your ears
Hold only the strings and place the mask in a garbage bin.	Hold only the loops and place the mask in a garbage bin.
Clean your hands. Wash with soap and water or use alcohol-based (70-90%) hand sanitizer.	Clean your hands. Wash with soap and water or use alcohol-based (70-90%) hand sanitizer.

EVEN WHILE WEARING A MASK....ALWAYS PRACTISE PHYSICAL DISTANCING (at least 2 metres apart), THOROUGH AND FREQUENT HAND HYGEINE AND DO NOT REPORT TO WORK IF YOU ARE ILL.