

# PROPER USE OF FACEMASKS & FACE COVERINGS IN THE WORKPLACE

COVID-19

## CDC GUIDANCE ON CLOTH FACE COVERINGS:

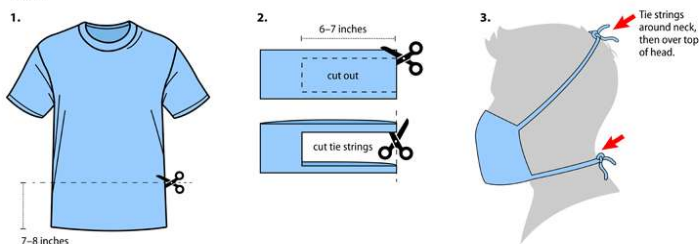
- Face coverings should **fit snugly** against the face
- Coverings should be **secured with either ties or ear loops**
- These face coverings should be made with **multiple layers of fabric**
- Cloth face coverings should be **able to be laundered** and dried without changes or damage to fabric or shape

### Quick Cut T-shirt Cloth Face Covering (no sew method)

#### Materials

- T-shirt
- Scissors

#### Tutorial

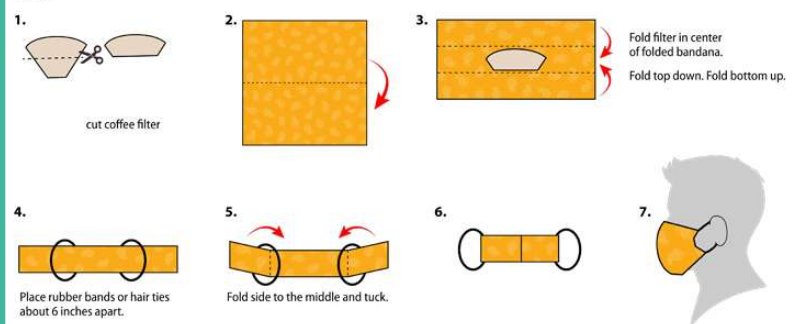


### Bandana Cloth Face Covering (no sew method)

#### Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

#### Tutorial



## DONNING, REMOVAL, & STORAGE OF FACEMASKS OR FACE COVERINGS:

- **Clean hands** with soap and water OR alcohol-based sanitizer **before and after** touching and adjusting the cloth face covering OR surgical mask for wear
- If contact with the facemask or cloth covering occurs, practice proper hand hygiene as described above
- Hang cloth face covering or facemask in a **designated storage space** OR **store them in a clean and breathable container** (such as a paper bag) between uses
  - Cloth coverings and facemasks should be stored so they do not touch frequently touched surfaces or items
  - Storage containers should be cleaned regularly or disposed of
- Face coverings and facemasks should have **ONLY ONE WEARER**
- If you choose not to wear your cloth face covering when in your personal work-space or office:
  - Remove the cloth face covering fully, and
  - Follow the above removal, storage, and donning guidelines
- **Wash cloth face covering often**, daily if possible
  - In washing machine on warm cycle with gentle detergent, OR
  - Hand-wash with warm water and gentle soap