**Purpose:**

To outline the procedure for the proper collection and handling of N95 masks to ensure their safe reuse or disposal.

**Procedures:**

1. **Labeling the Mask:**
   * At the start of the shift, legibly write your **FIRST NAME, LAST NAME, AND UNIT OR GROUP** in permanent marker on the outer edge of the mask.
2. **Removing the Mask:**
   * Doff the used N95 mask at the end of the shift in the designated dirty utility room.
3. **Storing the Mask:**
   * Place the labeled N95 mask in a paper bag, fold it, and place it in the appropriate bin as outlined.

**Special Instructions for Specific Groups:**

* If you belong to the following groups, write the group name instead of the unit:
  + Hospitalist, Anesthesiologist, GI, Dentistry, Resident, RCP, VAT Team, and Float Team.

**Bin Placement:**

* Place ALL N95s in the clear bin in the dirty utility room.
* Note: There is no longer a need for Bin A or Bin B; only one bin is necessary for all masks.