MASK CONSERVATION PROCESS

Purpose:
To minimize the potential for transmission of organisms by extending mask usage by staff during an outbreak, pandemic and/or when supplies are in a contingency or crisis related plan for shortages and/or changes to federal, state and CDC guidelines related to the outbreak or pandemic.

Important:
- Staff members required to wear a mask during their shift will be issued a mask that will be used until it becomes moist or otherwise degraded.
- The mask must be worn at all times, while in the facility, even when you are in an area by yourself such as an office.
- The mask can be removed to eat and drink during your break time in the facility designated area while continuing to maintain good hand hygiene and social distancing requirements. Following the steps below for extended use of face masks.
- At the end of your shift follow the steps below for extended use of face masks by placing your mask in the brown paper bag that is provided to you and that has your name and date on it.
- When not in the facility store the mask in your facility’s designated location for future use.
- You must be diligent with preserving the integrity of your mask to the best of your ability due to the national supply shortage as the result of the COVID-19 pandemic.
- If your mask becomes moist or degraded, see your supervisor, DON, administrator or designee for guidance.
  - **For routine transmission-based precautions (contact precautions) changing of mask may not be necessary but is dependent on tasks being performed. If mask is necessary to provide the care being rendered or potential splash/spray of body fluids:**
    - Remove your mask using Process for Extended Use of Facemask and place in a brown paper bag, clip the bag to the isolation station, using a binder clip
    - Perform hand hygiene and don required PPE from isolation station necessary for care being provided
    - When exiting an isolation room, you **MUST** discard the mask immediately **prior** to exiting room and perform hand hygiene immediately before exiting the room.
    - Upon exiting the room, remove your issued mask from the brown paper bag and don. Throw away the brown paper bag
    - Perform hand hygiene
  - **For transmission-based precautions for residents on droplet precautions:**
    - Remove your mask using Process for Extended Use of Facemask and place in a brown paper bag, clip the bag to the isolation station using a binder clip
    - Perform hand hygiene and don required PPE from isolation station necessary for care being provided.
    - Mask shall be removed **immediately upon exiting** the room, place in trash can outside the room, perform hand hygiene and don previously issued extended use mask before leaving exit point. Throw brown paper bag in trash and preform hand hygiene.
Materials Needed:

- Mask
- Brown paper bag
- Alcohol based hand sanitizer
- Black sharpie
- Binder clip

Process for Extended Use of Face Mask:

1. Avoid touching the outside of the mask as you work and when donning, doffing face mask. If you touch the mask perform hand hygiene immediately.
2. To remove the mask:
   a. Perform hand hygiene
   b. Remove the mask by using the ties or elastic bands.
   c. Avoid touching the outside of the mask
   d. Touch the inside of the facemask (side towards your face) and fold in half so the outside of the mask (part away from your face) is folded together and place inside the brown paper bag.
   e. If using a formed bowl-shaped mask, remove using the elastic bands or ties, taking care not to touch the outside, carefully lower the mask into the brown paper bag with the inside of the mask facing up.
   f. Fold the brown bag closed.
      - If removing to enter isolation room, clip the brown paper bag to the isolation station on the door of the room you are entering for retrieval after care is completed.
      - If removing for any other reason place bag in the designated facility area.
   g. Perform hand hygiene
3. To replace the mask after eating or drinking or exiting an isolation room:
   a. Perform hand hygiene
   b. Open the brown bag and carefully remove the mask only touching the inside of the folded mask (side towards your face), or bowl-shaped mask.
   c. Unfold the mask and pop it back to shape touching only the inside of the mask and the ties (Bowl-shaped mask will not be folded)
   d. Avoid touching the outside (part away from your face) of the mask as much as possible.
   e. Re-apply the mask using only the strings or elastic bands.
   f. Perform hand hygiene.
   g. Close the brown bag and save it for mask storage for the next time you remove and store the mask for reuse.
      - Bags used at isolations stations will be discarded upon retrieval of mask.
4. If mask becomes moist or otherwise degraded, bring it to your supervisor, DON or administrator for guidance.
Example of mask storage: