

# How to put on and remove a face mask

Disposable face masks should be used once and then thrown in the trash. You should also remove and replace masks when they become moist.

## How to put on a face mask

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
- Determine which side of the mask is the top. If the mask that has a stiff bendable edge that is the top and is meant to mold to the shape of your nose.
- Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
- Follow the instructions below for the type of mask you are using.
- Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.
- Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
- Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
- Mold or pinch the stiff edge to the shape of your nose.
- If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
- Make sure the mask is completely secure. Make sure it covers your nose and mouth so that the bottom edge is under your chin.
- Pull the bottom of the mask over your mouth and chin.
- Wash your hands.

## While Wearing the Mask

- Do not touch the front of the mask with your hands; this transfers any virus on the mask to your hands
- Do not reach under the mask to touch your face
- Be sure the mask covers your nose and mouth

## How to remove a face mask

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
- Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
- Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
- Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.
- If you are using a reusable cloth mask, at the end of the day, take the mask off from the straps (not touching the front
- Fold the mask with the front touching itself; do not shake the mask as this could shed any virus particles into the air.
- Wash the cloth mask thoroughly and allow to dry. Do not add to the prison laundry as masks could be lost or cross-contaminate other items.
- Clean your hands with soap and water or hand sanitizer.