



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

May 18, 2020

TO: All DOC Employees

FROM: DOC COVID-19 Medical Team

SUBJECT: Proper Use of Face Coverings and Masks

It has been just over one month since all employees began wearing mandatory face coverings or routine-use masks while at work. We want to take a moment to highlight some of the do's and don'ts around this practice.

For face coverings and routine-use masks to be effective in preventing transmission, they must be used correctly. Here are a few tips to remember when wearing your face covering or routine-use mask:

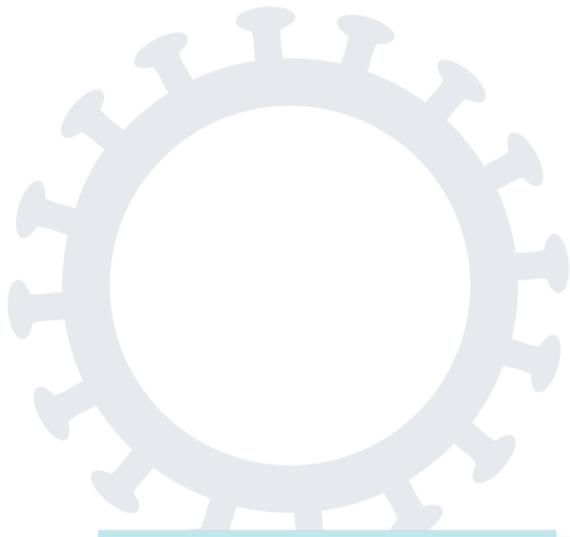
- Face coverings and routine-use face masks should only be taken off during meal times and when 6 feet from the closest person.
- They should not be removed or pulled down for talking, snacking, singing, whistling, coughing or any other similar activity.
- Proper hand hygiene is necessary anytime you touch your face-covering or routine-use mask.

Additionally, we want to provide you with information about 'vented' masks. These vent style masks have a built-in plastic circle or square vent with slats. The masks allow the wearer to avoid inhaling particulate matter, while allowing easier exhalation. However, because the mask allows free exhalation, it eliminates the protection of others around you and during an infectious pandemic the goal is to protect yourself and others through the use of a face covering or mask.

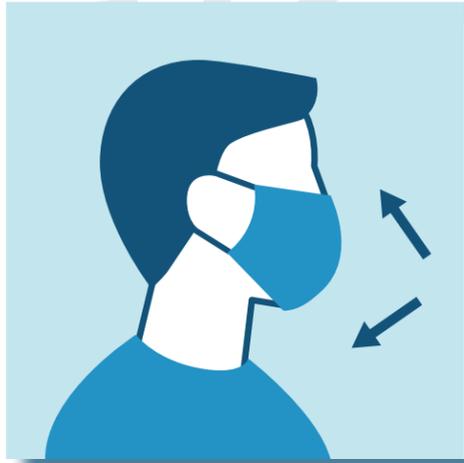
The Emergency Operations Center has developed the attached posters to provide tips and visuals on proper face covering and routine mask use. Please do not print posters for distribution within your work location. Large print posters are currently in production and will be distributed statewide in the coming weeks.

We thank you for your support in adjusting to this new normal for the agency and our community.

"Working Together for SAFER Communities"



Clean hands before and after touching **FACE COVERING**



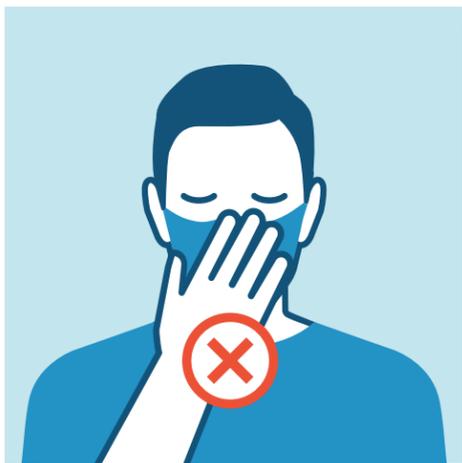
FACE COVERING should always cover nose and chin



Place **FACE COVERING** on and press metal piece to fit nose *(if applicable)*

EXPERT TIPS

for Routine-Use Face Coverings



Avoid Touching FACE COVERING

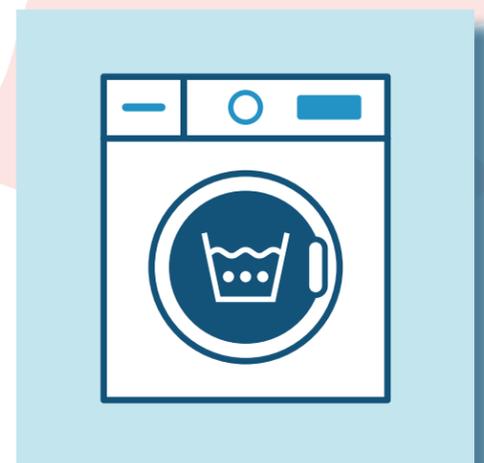
For proper use of Personal Protective Equipment (PPE) in medical isolation or quarantine settings, please refer to the DOC PPE Matrix and DOC Proper Use of PPE video.



FACE COVERING should not hang on one ear, hang around neck or be pushed to forehead



Remove and store **FACE COVERING** before eating and drinking, and at end of shift



Wash **FACE COVERING** if it becomes wet or soiled

YES! Over Nose and Mouth



YES! Off and Stored for Breaks



YES! Fit Nose Piece



YES! Physical Distance as Possible



YES! Required in All Areas



NO! Looped Ties or Crossed Straps



Universal Face Coverings

Correct use of face coverings is key in preventing transmission.

Practice proper hand hygiene when taking on and off, or adjusting face covering.

Face covering is on or off, there is no in-between.

NO! Neck Wear



NO! Chin Strap



NO! Nose Out



NO! Sneaking Snacks



NO! One Ear Hanging



NO! Straps Hanging



NO! Pocket Protectors

