



**ALL TSMH Employees will wear a mask at all times effective 04-10-20 at 0600.
This is to protect our patients and each other.**

(You can remove your mask if you are in a private office, eating lunch/ taking a break IN A DESIGNATED STAFF AREA and then you must be at least 6 feet away from a co-worker)

- DO NOT HANG YOUR MASK AROUND YOUR NECK
- YOUR MASK NEEDS TO **COVER YOUR NOSE AND MOUTH**
- DO NOT PULL MASK DOWN WHEN TALKING TO PEOPLE
- DO NOT TOUCH THE FRONT OF YOUR MASK (if you do perform hand hygiene IMMEDIATELY)
- DO NOT WALK DOWN THE HALL **WITHOUT YOUR MASK ON**

Patient Facing staff- procedural masks

1. These will be distributed daily to each staff by supervisor
2. Wear **1** mask the entire day (unless soiled or dirty then discard)
3. Wear it at all times (unless eating/break time alone or 6 feet from co-workers)
4. To remove the mask for break/lunch
 - a. Perform hand hygiene
 - b. Carefully remove mask touching only earpieces and place dirty side down on a clean paper towel or clean tissue
 - c. Perform hand hygiene again before eating/drinking etc.
5. Before re-donning after break/lunch perform hand hygiene
 - a. Don mask touching only the earpieces or ties if able
 - b. Perform hand hygiene
6. At the end of the day throw the procedural mask away
 - a. Perform hand hygiene after mask removal

Non-Patient facing staff- cloth mask

1. Each employee will be given **3** cloth masks (these will be delivered to your department supervisors tomorrow)
2. Wear **1** mask the entire day (unless soiled or dirty)
3. Wear it at all times (unless eating/break time alone in a designated area or 6 feet from a co-worker)
4. To remove the mask for break/lunch
 - a. Perform hand hygiene
 - b. Carefully remove mask touching only earpieces and place dirty side down on a clean paper towel or clean tissue
 - c. Perform hand hygiene again before eating/drinking etc.
5. Before re-donning after break/lunch perform hand hygiene
 - a. Don mask touching only the earpieces or ties if able
 - b. Perform hand hygiene
6. Take the mask home at the end of the day
7. Wash on the hottest setting (just like your personal scrubs and dry on the highest heat)

Clean Cloth Masks will be kept in Purchasing in sealed Ziplock baggies and Labeled "Clean"

Contact your supervisor if you need a cloth or procedural mask replacement.

Updated 4/8/2020