

Julius Rutherford & Co

SECURE COMMERCIAL CLEANING®

**HOW TO PUT ON, USE,
TAKE OFF AND DISPOSE
OF A MASK**

**CORONAVIRUS PREVENTION
TOOLBOX TALK**

PUTTING ON A MASK



Clean your hands with **soap and water** or **hand sanitiser** before touching the mask.



Remove mask from packaging and make sure there are **no obvious tears or holes** either side of the mask



Determine which side of the mask is the front. **The coloured side of the mask is usually the front** and should face away from you, while the **white side touches your face**.



Double check which type of Face Mask you are using and apply as per below:

- **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.**



Mould or pinch the stiff edge to the shape of your nose.



Pull the bottom of the mask **over your mouth and chin** – you must ensure there are **no gaps** between your face and mask



DO NOT TOUCH THE MASK WHILE USING IT. If you do, clean your hands with **soap and water** or **hand sanitiser**

IF YOU HAVE A HIGH TEMPERATURE, A NEW AND CONTINUOUS COUGH OR LOSS OR CHANGE TO THE SENSE OF SMELL OR TASTE

DO NOT COME TO WORK, YOU MUST SELF ISOLATE FOR 7 DAYS

AND

**INFORM THE JR&CO HR DEPARTMENT AS SOON AS POSSIBLE
020 7819 6700 /
hr@juliusrutherford
.co.uk**

TAKING OFF A MASK



Clean your hands with **soap and water** or **hand sanitiser** before touching the mask. **Do not touch the front of the mask.** Only touch the ear loops/ ties



*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.*



Throw the mask in the **bin**.



Always **replace** mask with a new one as soon as it becomes damp. **DO NOT RE-USE SINGLE USE MASKS.**



Clean hands again with **soap and water** or **hand sanitiser**

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