

## **Guidelines for Mask Usage Updated 4/9/20**

**Masks are not a substitute for Social Distancing. It is important to stay 6 ft away from others at all times when possible.**

### **1) Who wears a surgical mask-**

- a) All Nurses and Nursing Aides
- b) Physicians and Nurse Practitioners
- c) Unit Coordinators and Wellness Coordinators
- d) Companions and private duty aides entering JW or assisted living units.
- e) Maintenance and IT personnel completing necessary work orders on JW or AL units.  
(Only as absolutely necessary)
- f) Persons performing screening at entrances
- g) Environmental Services personnel except those who are assigned to do laundry only and do not enter either JW or Assisted living units.
- h) Drivers
- i) Select Rehab Staff
- j) Therapeutic Recreation Staff.
- k) Health Services Staff entering licensed units, JW or AL units.

### **2) Who wears a cloth mask**

- a) Environmental services personnel who do only laundry and do not enter the JW or Assisted Living units.
- b) All Dining Services personnel.
- c) All Maintenance and IT personnel not completing necessary work orders on JW or AL units.
- d) All Business office personnel-Finance, Administration, Marketing, Resident Services, and Reception.
- e) Fitness staff
- f) Pharmacy staff
- g) Any other person not required to wear a surgical mask

### **3) Masks to be worn at all times when in buildings with the only following exception-**

- a) When eating or drinking in coffee shop or other designated areas outside of licensed units while maintaining social distancing.
- b) When alone in your office or cubicle

### **4) Mask Distribution**

- a) Surgical masks
  - i) Surgical masks will be distributed by the Charge Nurse on the licensed units and by designated supervisors and managers in other areas.
  - ii) All staff will sign out their surgical masks on the log

b) Cloth masks

- i) Cloth masks will be distributed to employees by their designated supervisor.
- ii) All staff will sign out their cloth masks on the log

## 5) Wearing your mask

a) Surgical masks

- i) Surgical masks will be worn for a total wear time of at least 24 hours, i.e. a total of three 8-hour shifts or two 12-hour shifts.
- ii) If a mask is damaged or overly soiled see your designated supervisor for replacement.
- iii) Masks can be kept in brown paper bags labeled with your name in between usage.

b) Cloth masks

- i) Cloth masks can be worn for the entire day regardless of shift length.
- ii) Cloth masks must be washed (Washing Machine/Dryer, or hand wash and dry) after each day of use. This is the employee's responsibility.

## 6) Your mask is your responsibility

a) Surgical masks

- i) You are responsible to not lose or forget your surgical mask, like your name badge it is part of your required uniform.

b) Cloth masks

- i) You are responsible to keep your cloth masks clean. You are also responsible to not lose or forget your cloth mask, like your name badge it is part of your required uniform.



**Store masks in labeled paper bag when not use**

