Sequence for putting on/taking off surgical masks and disposable gloves (May 21, 2020)

The general use of face masks for protection against COVID-19 is not necessary if other precautions such as physical distancing or other protective measures are in place. Where physical distancing is not possible when conducting assigned work, PPE should be provided with the appropriate masks based on Environmental Health and Safety (EHS) assessment of risk.

Putting on (order) – after performing hand hygiene

1) Surgical Mask
   • Place the mask over mouth and nose securely. Fit snug to face and below chin. Fit flexible band to nose bridge
   • There should be no gaps.
   • Secure ties or elastic bands at middle of head and neck

2) Gloves
   • Extend to cover wrist of cuff

Taking off (order)

1) Gloves
   • Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
   • Hold removed glove in gloved hand
   • Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
   • Discard gloves in a waste container
   • Perform hand hygiene

2) Surgical Mask
   • Avoid touching the front of the mask
   • Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   • Discard in a waste container

General

• Inspect all personal protective equipment (PPE) before donning; do not use damaged PPE.
• Keep hands away from face and avoid re-adjusting while using it. Keep hair away from your face.
• Change gloves if damaged or heavily contaminated
• Wash hands regularly with soap and water. Use hand sanitizer if not soap/water not available.
• Do NOT share masks with others. Do NOT leave mask around your neck, hanging from your ear or on your forehead.
• If re-using the surgical mask during the same day, cover with a tissue and store in clean plastic bag or container – contact EHS for guidance. Do not store in your pocket where it can be contaminated. Hold by ear loops (avoid touching the front of the mask).
• Wash/sanitize hands after removal. If your hands become contaminated during PPE removal, wash/sanitized before removing the rest of your PPE.

Adapted from the Centre for Disease Control (CDC), Toronto Public Health and Sunnybrook Hospital.