**UNIVERSAL MASK GUIDELINES- 6/16/20**

In order to further reduce the risk of spread of COVID-19 among our workforce, patients, and community, Ambulatory Care Clinics will be implementing universal mask guidelines.

**Upon Arrival:**
- All staff, patients, and visitors will complete the screening procedure and be asked to put a mask on prior to entering the clinic.
- Patients should be asked to bring cloth masks from home for all appointments. If they do not have a mask, asymptomatic patients can be gifted a cloth mask if available or given a surgical mask to wear.
- Patients with symptoms of respiratory illness (fever, cough, shortness of breath) should be provided with a surgical mask and advised on proper usage, as well as respiratory etiquette procedures.
- **Patients must wear a mask AT ALL TIMES while in the clinic unless undergoing an examination or procedure on or around the nose or mouth.**
- All clinic staff with patient contact must wear a simple surgical mask at all times while in clinic, except when eating or drinking.
- Surgical masks may be re-used for up to one week by staff performing screening at entrances or providing routine care to asymptomatic patients who are not under investigation for COVID-19. Surgical masks should NOT be re-used when providing care for patients with known or suspected COVID-19 or those with signs of respiratory illness.
- Staff whose duties do not involve contact with patients may wear a cloth mask for source control, but it should not be considered PPE. Cloth masks should be laundered daily and reused.
- Mask should cover nose and chin, and should not hang on one ear, around neck or be pushed up on the forehead. Avoid touching the mask.
- Clean gloves should be worn when putting on a used surgical mask. Avoid touching the inside of the mask, and discard if accidental contact is made.
- Always perform hand hygiene before and after touching or adjusting the mask.

**Upon Departure:**
- Remove surgical mask by grasping the elastic bands, without touching the front of the mask or the inside surface of the mask. Discard if accidental contact is made.
- Fold the mask in half, so that the inner surface is not exposed and store in a clean paper bag or breathable container between uses.
- Discard mask if it has been in use for one week or if visibly soiled, damaged, or wet.
- Clean gloves should be worn when taking off a used surgical mask. Avoid touching the inside of the mask, and discard if accidental contact is made.
- Always perform hand hygiene before and after touching or adjusting your mask.

**When to Use an N95 Mask:**
- An N95 respirator or equivalent is required when caring for patients with known or suspected COVID-19 during aerosol generating procedures, including nasopharyngeal specimen collection. A surgical mask should be worn for all other routine patient encounters.
- N95 masks that have been covered completely by a face-shield can be considered for re-use. Do not reuse respirators that are visibly soiled, damaged, or wet.
- Follow the manufacturer’s recommendations for maximum number of uses (up to five consecutive uses or 8 hours of continuous use if no recommendations provided).
- Refer to hospital guidelines for proper donning, doffing, and storage of N95 respirators for re-use.
- Discard used N-95 masks in bins designated “N95 ONLY” for possible reprocessing in the event of critical supply shortage and/or patient surge.