

Don-DoFF Mask Procedure for Schools

The use of cloth facemasks/coverings in the school setting is just one step to stop the spread of COVID-19. The majority of school personnel and students have not had the experience of wearing a facemask/covering in the past, so guidance is needed for appropriate use.

REMEMBER: Wearing a cloth facemask/covering is how you are a good neighbor to others. A face mask/covering helps you keep from sharing your germs with others so that they do not get sick.

How to use cloth facemasks/coverings in the school setting

Wearing cloth facemasks/coverings is an important way to stop the spread of COVID-19. However, to be effective, they must be used properly. Instructions to do that are included here.



In general, there are two types of cloth facemasks/coverings. While the part that covers the face is similar, some cloth facemasks/coverings are held in place by ear loops, while others have straps that are tied behind the head. Look for a cloth facemask/covering that has multiple layers of fabric, allows breathing without restriction, and can be machine washed and dried without damage or changing the shape.

No matter which style of cloth facemask/covering used, it should fit snugly but comfortably against the sides of the face, must be fitted over the nose, cover the chin, and across the cheeks toward the ears. It must cover the mouth and nose with no gaps between the face and the cloth facemask/covering.

Cloth facemasks/coverings have a “clean” side and a “dirty” side. The “clean” side is the side that is next to the face. The “dirty” side is the one that faces outward. Depending on the type of cloth facemasks/coverings in use, consider placing a mark (e.g., initials) or decoration on the “dirty” side to identify which side is which. Always assume a cloth facemask/covering during and after use is “dirty” or contaminated with COVID-19, even if it does not appear soiled. Always wash hands for 20 seconds with soap and water or use hand sanitizer containing at least 60% alcohol before and after putting on and removing a cloth facemask/covering.



Putting on your cloth facemask/covering

Otherwise known as “donning”

1. Wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer.
2. Grasp the cloth facemask/covering and pinch it at the ear loops or grasp the upper ties.
 - a. For ear-loop-style, secure the ear loops behind the ears.

- b. For tie-back-style, secure the upper ties on upper portion of the back of your head first, then secure the lower ties behind your head or neck.
3. Adjust the cloth facemask/covering so that it is snug below the eyes, across the nose and cheeks, and reaches underneath the chin. If it has metal at the bridge of the nose, crimp that so it is secure.
4. Do not touch the cloth facemask/covering while you are wearing it or your eyes, nose, or mouth. If you do, wash your hands or use alcohol-based hand sanitizer.
5. Wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer after donning.

Taking off your cloth facemask/covering

Otherwise known as “doffing”

1. Wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer.
2. Do not touch the “dirty” side of the cloth facemask/covering or your eyes, nose, or mouth.
3. For ear-loop-style, slowly remove ear loops from behind the ears, touching only the loops.
4. For tie-back-style, undo the lower ties first and the upper ties last. Do not let the ties fall into the “clean” side of the mask. Touch only the ties.
5. Place the cloth facemask/covering in a bag to be washed or throw it away in a covered trash container. If re-using the cloth facemask/covering, wash it after each use with regular detergent and warm/hot water. Dry it thoroughly in the dryer.
6. Wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer after doffing.

If you must immediately re-use your cloth facemask/covering

You may need to remove a cloth facemask/covering briefly (e.g., to take a drink, eat lunch) and then re-use it. Best practice is to use a new cloth facemask/covering, but if you cannot, follow these instructions. Replace the container in #4 below daily.

1. Wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer.
2. Remove your cloth facemask/covering as above.
3. Holding the cloth facemask/covering by the ear loops or straps, fold it in half so that the “dirty” side is inside the fold.
4. Place the cloth facemask/covering in a plastic zip bag or a paper bag. Place your name or initials on the container so you only use your own.
5. Wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer.
6. Conduct the activity that required you to remove your cloth facemask/covering.
7. Wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer.
8. Holding it by the ear loops or ties, remove the cloth facemask/covering from the container with your name or initials.
9. Using the marking on the “dirty” side of the cloth facemask/covering as a guide, unfold it, still only touching the ear loops or straps.
10. Carefully place the “clean” side of the cloth facemask/covering against your face, avoiding touching your eyes, nose and mouth. Position and secure in place using the ear loops or straps.
11. Wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer.

Dos and don'ts of wearing your cloth facemask/covering

1. DO always wear your cloth facemask/covering so that your nose, mouth, and chin are covered.
2. DO keep your hands off the cloth facemask/covering while you are wearing it.

3. DO use appropriate devices to improve comfort if necessary. For instance, for people with hearing aids wearing a mask with elastic ear loops, the elastic may become uncomfortable after a period of time. To reduce this discomfort, consider using a device at the back of the head to hold the elastic ear loops away from the ear/hearing aid. You can use devices specifically made for this purpose or may use something like inexpensive hair barrettes (shown here). Make sure the wearer can pull the mask down and away from the face in case of emergency.
4. DO be prepared to help students or others with donning and doffing face coverings. If you need to assist another person, with your own face covering in place, wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer.
 - a. Approach the person you are assisting from behind.
 - b. Ask them to hold their clean facemask/covering in place over their own nose, mouth and chin.
 - c. Grasp the elastic ear loops or straps and put them in place.
 - d. If using a device as described in #3 above, put that in place. Assure that the person can pull the mask down and away from the face if necessary.
 - e. Use a similar process to assist someone to doff the cloth facemask/covering.
 - f. After assisting someone, wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer.
5. DON'T cut holes in your cloth facemask/covering or wear it below your nose.
6. DON'T let the cloth facemask/covering dangle by its straps or elastic either from an ear, on top of the head, under the chin, or down on your chest.
7. DON'T apply the mask so tightly that it cannot be easily removed in case of emergency.



References

Centers for Disease Control and Prevention. *How to Safely Wear and Take Off a Cloth Face Covering.* <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Centers for Disease Control and Prevention. *Important Information About Your Cloth Face Coverings.* <https://www.cdc.gov/coronavirus/2019-ncov/downloads/fs-Important-information-cloth-face-covering.pdf>

Centers for Disease Control and Prevention. *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19.* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

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Ohio Department of Health. *Children and Cloth Face Coverings (Masks) – COVID-19 Checklist.* <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/checklists/english-checklists/Children-Cloth-Face-Coverings>

Ohio Department of Health. *Cloth Face Coverings (Masks) COVID-19 Checklist.* <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/checklists/english-checklists/Cloth-Face-Coverings-COVID-19-Checklist>

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Nationwide Children’s Hospital. *How to get kids to wear a face mask.* <https://www.youtube.com/watch?v=3uTOSZHic4U>

KidsHealth from Nemours. *Coronavirus (COVID-19): Helping Kids Get Used to Masks.*
<https://kidshealth.org/en/parents/coronavirus-masks.html>

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<https://www.youtube.com/watch?v=nKN6LVjdGsk>

UFHealth. *How to Put on and Remove a Face Mask.* <https://www.youtube.com/watch?v=n1eeQeAe80A>

Sarasota Memorial Hospital. *Mask Wearing 101: How to Use & Re-Use a Face Mask.* <https://www.smh.com/blog/mask-wearing-101-how-to-use-re-use-a-face-mask>

For additional information, visit coronavirus.ohio.gov.

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634).

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

CORONAVIRUS DISEASE 2019

Protect yourself and others from COVID-19 by taking these precautions.

PREVENTION

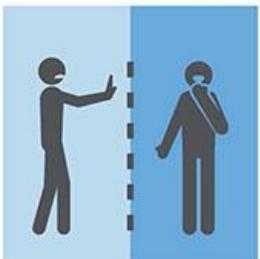
For additional information call 1-833-4-ASK-ODH or visit coronavirus.ohio.gov.



STAY HOME EXCEPT FOR WORK AND OTHER NEEDS



WEAR A FACE COVERING WHEN GOING OUT



PRACTICE SOCIAL DISTANCING OF AT LEAST 6 FEET FROM OTHERS



SHOP AT NON-PEAK HOURS



WASH HANDS OFTEN WITH WATER AND SOAP (20 SECONDS OR LONGER)



AVOID TOUCHING YOUR EYES, NOSE, OR MOUTH WITH UNWASHED HANDS OR AFTER TOUCHING SURFACES



COVER YOUR MOUTH WITH A TISSUE OR SLEEVE WHEN COUGHING OR SNEEZING



CLEAN AND DISINFECT "HIGH-TOUCH" SURFACES OFTEN



DON'T WORK WHEN SICK



CALL BEFORE VISITING YOUR DOCTOR