

CLOTH MASK PROCEDURE

Cloth masks have been made available at all locations and staff have been instructed to wear the mask during their entire shift. Masks are to be left at the home at the end of the staff shifts and washed/dried by the next staff on shift.

Care of cloth masks:

- Use hot water and laundry soap and dried in the dryer (not air dried) will ensure the mask is clean.
-

How to put on and take off a cloth mask:

- Wash hands with soap and water or use hand sanitizer before touching the mask
- Pick up the mask using the elastic straps to loop behind ears/or the ties to tie behind head
- Adjust the mask to ensure it covers your nose and mouth
- Do not touch the mask, if it is necessary to adjust the mask ensure you wash your hands after touching it
- Remove the mask by only touching the elastic straps behind the ears or the ties behind the head.

Taking your mask off during your shift:

It may be necessary to remove your mask during your shift for eating or going outside for some fresh air, follow this procedure:

- Each house will have plastic containers (enough for each staff member on shift) in the office
- At the start of your shift, disinfect one plastic container for yourself.
- Wash or use hand sanitizer then remove your mask, only touching it by the straps/loops over your ears, and place dirty side (the outside) down.
- Wash or use hand sanitizer before using the ear straps/loops to put your mask back on.
- If you need to go outside take your container with you and remove the mask once outside (using the hand sanitizer that is at the door). When you come back in use the hand sanitizer, replace your mask and take your container back to the office and disinfect it again.

Where possible staff are to eat their meals away from other staff and clients as you will not be wearing your mask.

Please review the procedure video on the Arcus website