



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

May 22, 2020

TO: All DOC Employees
FROM: DOC COVID-19 Medical Team
SUBJECT: Updated Proper Use of Face Coverings and Masks

Clarification is being provided in response to the [original message](#) sent on May 18, 2020.

The do's and don'ts of face covering and routine-use masks is important in the prevention of transmission. Please review the updated tips to remember when wearing your face covering or mask:

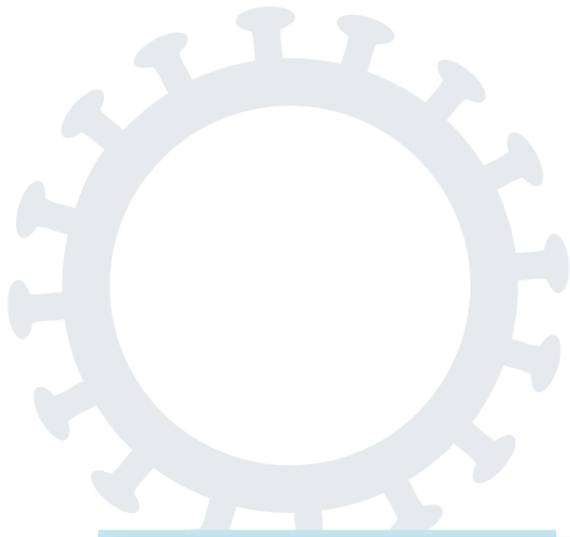
- Face coverings and routine-use face masks should only be taken off when eating, drinking or taking oral medication. In these circumstances, please store your mask appropriately and stay at least 6 feet from the closest person.
- They should not be removed or pulled down for talking, singing, whistling, coughing or any other similar activity.
- Proper hand hygiene is necessary anytime you touch your face-covering or routine-use mask.
- When wearing a face covering with straps or ties, the lower set should tie around the neck and the top set over the top of the head. This is to reduce gaps in the sides that allow free flowing air.

Additionally, we want to provide you with information about 'vented' masks. These vent style masks have a built-in plastic circle or square vent with slats. The masks allow the wearer to avoid inhaling particulate matter, while allowing easier exhalation. However, because the mask allows free exhalation, it eliminates the protection of others around you and during an infectious pandemic the goal is to protect yourself and others through the use of a face covering or mask.

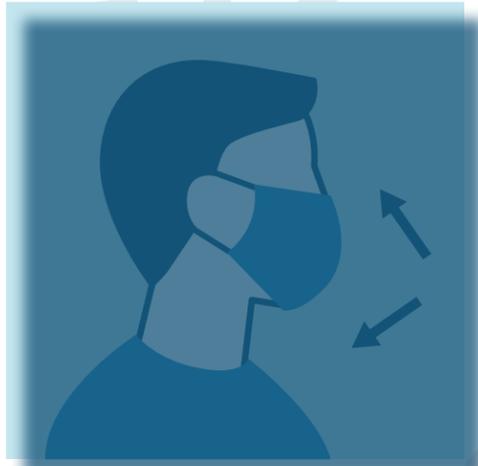
The Emergency Operations Center has developed the attached posters to provide tips and visuals on proper face covering and routine mask use. Please do not print posters for distribution within your work location. Large print posters are currently in production and will be distributed statewide in the coming weeks.

We thank you for your support in adjusting to this new normal for the agency and our community.

"Working Together for SAFER Communities"



Clean hands before and after touching **FACE COVERING**



FACE COVERING should always cover nose and chin



Place **FACE COVERING** on and press metal piece to fit nose *(if applicable)*

EXPERT TIPS

for Routine-Use Face Coverings



Avoid Touching FACE COVERING

For proper use of Personal Protective Equipment (PPE) in medical isolation or quarantine settings, please refer to the DOC PPE Matrix and DOC Proper Use of PPE video.



FACE COVERING should not hang on one ear, hang around neck or be pushed to forehead



Remove and store **FACE COVERING** before eating and drinking, and at end of shift



Wash **FACE COVERING** if it becomes wet or soiled

YES! Over Nose and Mouth



YES! Off and Stored for Breaks



YES! Fit Nose Piece



YES! Physical Distance as Possible



YES! Required in All Areas



NO! Looped Ties or Crossed Straps



Universal Face Coverings

Correct use of face coverings is key in preventing transmission.

Practice proper hand hygiene when taking on and off, or adjusting face covering.

Face covering is on or off, there is no in-between.

NO! Neck Wear



NO! Chin Strap



NO! Nose Out



NO! Sneaking Snacks



NO! One Ear Hanging



NO! Straps Hanging



NO! Pocket Protectors

