

## Working instruction on the use of the disposable mask

### 1 Instruction

#### 1.1 Standard

The mask must comply with the following:

- Comply with ISO 13485
- 95% FDA CE Mark approved
- Tested by recognized institutions

*Note: In order to meet the minimum requirements, the masks used in the workplace must be those provided by VIA RAIL Canada.*

#### 1.2 Wearing a mask

##### 1.2.1 Distribution - Dispensing

The masks are distributed in an airtight bag and can therefore be distributed to the workers. In addition, they are considered to be clean so that they can be worn immediately after distribution.

During distribution, it is important to follow hygienic principles to avoid contamination of the mask.

##### 1.2.2 Storage of masks

When masks are not in use, they should be placed in a closed container to avoid contamination. Be careful not to mix clean masks with used masks. Avoid leaving the mask(s) out in the open air.

##### 1.2.3 Use/Handling

How to wear a mask:

1. Before putting on your clean and dry mask, wash your hands with soap and warm water for at least 30 seconds or use an alcohol-based hand sanitizer; remove your glasses (if applicable);
2. Make sure that your hair is tied back and does not touch the front of the mask and that it is away from your face;
3. Attach the elastic loops around your ears (don't forget to remove the earrings, ear piercings or ear jewellery);
4. Cover your mouth and nose with the mask, make sure there is no space between your face and the mask;
5. Make sure the mask fits snugly and comfortably against your face;
6. Place your glasses;
7. Avoid touching the front of the mask while wearing it;
8. Wash your hands with soap and warm water for at least 30 seconds or use an alcohol-based hand sanitizer if you accidentally touch your mask.;



### Steps for putting on a mask and eye protection



Adapted from Public Health Ontario

### 1.3 Removing and disposing of the mask

How to remove/dispose of your mask:

1. Do not touch the front of your mask to remove it;
2. Wash your hands with soap and water or an alcohol-based hand sanitizer;
3. Remove the elastic loops of the mask from your ears;
4. Hold only the straps and place the mask in an airtight bag (e.g., Ziplock bag).
5. Wash your hands with soap and warm water for at least 30 seconds or use an alcohol-based hand sanitizer after removing your mask;

More information about masks:

1. When a mask becomes wet or damp, replace it with a new mask;
2. When worn continuously, a mask may be worn for a maximum period of 4 hours and need to be changed;
3. Clean and disinfect all objects that come into contact with the mask, e.g. mobile phone, radio, microphones, etc., as soon as possible;
4. Avoid touching your nose, eyes, mouth, or face when wearing a mask.

*\*Note: There is no clear evidence that wearing a mask will protect you from the virus, but wearing a mask can help protect others around you.*

### 1.5 Visual

When the mask is mandatory in a define area, use this pictogram at the entry of the define area. The sign must be visible at all the time.



## 2 REQUESTS FOR INFORMATION

Questions regarding the interpretation of this instruction should be referred to the Safety & Environment team, at the attention of:

Gerardo Calitri  
*Advisor, Health, Safety & Environment*  
416 427-1963  
[Gerardo\\_Calitri@viarail.ca](mailto:Gerardo_Calitri@viarail.ca)

Sébastien Bouvier  
*Advisor, Health, Safety & Environment*  
514 814-7322  
[Sebastien\\_bouvier@viarail.ca](mailto:Sebastien_bouvier@viarail.ca)