

## Working instruction on the use of the washable non-medical mask (NMM)

### 1 Instruction

#### 1.1 Standards

The NMM must comply with the following:

- Minimum of 3 layers of protection
- Be resistant to a minimum of 50 washes
- Identifiable
- Supported by an elastic band or easily detachable mechanism
- Machine washable
- Machine dryable

*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 NMM

##### 1.2.1 Distribution - Dispensing

###### Mechanical

A kit of washable NMM and comfort clip will be provided based on a proper rotation (washing after each use and wearing an average of a usage per day. The kit should last a minimum of 6 months.

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

##### 1.2.2 Storage of NMM

When NMM are not in use, they must be in an airtight container to avoid contamination and kept in a sealable container (e.g. Ziplock type of bag). Ensure not to mix the clean with dirty.

##### 1.2.3 Use/Handling

How to wear a mask (including NMM):

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

#### 1.2.4 Comfort clip

The purpose of the comfort clip it's to reduce the tension on the ears when you need to wear the NMM for a long period of time. After putting your mask on, you can add the comfort clip.



#### 1.3 Removing and disposing of the mask (including NMM)

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 (including NMM):

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. Practice social distancing if possible while wearing a mask;
5. 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.*

#### **1.4 Washing the NMM**

It is the employee's responsibility to wash their NMM properly and to keep track of the maximum of 50 washes.

Use detergent when washing.

If stains are visible, the use of bleach is also possible.

##### **1.4.1 Washing steps**

- 1) Put the worn NMM in the machine, with a conventional detergent, without fabric softener. It is possible to wash other things at the same time (sheets or towels)
- 2) Wash at 60 C for at least 30 minutes
- 3) Dry the NMM within 2 hours (in a tumble dryer, in the open air or with a hair dryer) 4) Iron the NMM if needed but do not exceed 200 C.
- 5) Inspect the NMM, especially at the seams, dispose of it if damaged.

##### **What not to do**

Do not boil the NMM to clean it, as this may damage the fabric.

Do not freeze, it's not enough to destroy the viral agent.

Do not use ironing for washing

#### **1.5 Visual**

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



## 2 REQUESTS FOR INFORMATION

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

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