

Required Extended Mask Use Policy Messaging and Handouts for Staff to Use with Patients

For screeners to use at entrances

- In order to protect everyone in the clinic, and in line with CDC guidelines, everyone who enters the clinic must wear a mask. Please wear this while you are in the clinic, unless your provider tells you to take it off. Thank you for helping us keep everyone safe.
- **If someone doesn't want to wear a mask:** I understand you don't want to wear a mask. We're asking you – and everyone else who comes into the clinic—to wear one. Wearing a mask helps protect you and all of the other people here.

For all staff to use

If patients/caregivers aren't wearing masks properly:

- I'm glad to see you're wearing a mask. I noticed it [choose what applies]:
 - Isn't covering your nose/all of your nose. In order to protect yourself and others, please cover the area from your chin to the bridge of your nose.
 - Isn't covering your chin. In order to protect yourself and others, please cover the area from your chin to the bridge of your nose.
 - Has gaps on the sides of your face.
 - Doesn't seem to fit you properly. Please use this mask instead and put the mask you're wearing into this paper bag. Follow these instructions to take off and put on your new mask. [hand patient flyer]
 - Is being worn around your neck.

In order to protect yourself and others, please wear your mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin. Do your best to tighten the loops or ties so it's snug around your face, without gaps.

If you notice someone touching the front of their mask:

- The front of your mask is considered contaminated. Please clean your hand with soap and water or hand gel.

If someone needs to take off their mask:

- If you must remove your mask, untie the ties or remove the ear loops instead of pulling it up and putting it down while you're wearing it.
- After you take off your mask, put it somewhere where it won't contaminate other things, like on top of a paper towel.
- Then wash your hands with soap and water or hand gel with 60% alcohol if soap and water aren't available. Thank you!

Other masking resources for patients

See handouts on the following pages. These handouts are also available on the:

Patient Education TogetherNet page: <https://seattlecca.sharepoint.com/resources/patient-and-family-education>

How to use a cloth face covering

How do I put on my cloth face covering?



1. Wash your hands with soap and water or hand gel (if soap and water aren't available).



2. Without touching the front of your face covering, stretch the bands around your ears or secure the ties around your head (depending on the type of face covering you have).



3. Cover the area from the bridge of your nose to under your chin, and fit the face covering snugly but comfortably against the side of your face. Make sure you can breathe without restriction.



4. Wash your hands with soap and water or hand gel (if soap and water aren't available).

How do I take off my cloth face covering?



1. Wash your hands with soap and water or hand gel (if soap and water aren't available).



2. Untie the ties from your head or remove the bands from your ears. Remove the face covering by the straps. Do not touch the front or inside of the face covering (the part over nose and mouth). It may be contaminated from your breathing, coughing or sneezing. If you touch the face covering, wash your hands.



3. Wash your hands with soap and water or hand gel (if soap and water aren't available).

Important notes about wearing face coverings:

- Wash your hands each time you put on and take off the face covering.
- Avoid touching the front of your face covering while you're wearing it. If you do, wash your hands.
- Do NOT pull the face covering down to expose your nose or mouth. Adjust the face covering using the ties on your head or cords around your ears.

How to use a procedure mask

How do I put on my procedure mask?



1. Wash your hands with soap and water or hand gel (if soap and water aren't available).



2. Hold the mask by the ear loops and place a loop over each ear.



3. Mold or pinch the stiff edge to the shape of your nose.



4. Pull the bottom of the mask over your mouth and chin. Avoid touching the front of the mask when wearing.

How do I take off my procedure mask?



1. Wash your hands with soap and water or hand gel (if soap and water aren't available).



2. Hold both of the ear loops and gently lift and remove the mask. Avoid touching the front of the mask. Only touch the ear loops.



3. Throw the mask in the trash and wash your hands with soap and water or hand gel.



4. Wash your hands with soap and water or hand gel (if soap and water aren't available).

Important notes about wearing a mask:

- Wash your hands each time you put on and take off the mask.
- Avoid touching the front of your mask while you're wearing it. If you do, wash your hands.
- Do NOT pull the mask down to expose your nose or mouth. Adjust the mask using the ties on your head or cords around your ears.