

# CCT Mask Use

As production demands increase and social distancing may become harder to perform, CCT has purchased disposable masks and are making them available to employees for voluntary use while at work.

**It is mandatory to wear a mask or face-covering at all times in CCT Production areas and when walking to and from breakrooms, restrooms, work-stations, etc. This is mandatory regardless of whether your task or work-station is a six (6) foot distance from fellow employees.** All efforts must be made to perform job tasks using social distancing, and wearing a mask does NOT allow employees to ignore social distancing for meetings, breaks, lunches, etc. **Employees with offices in production areas can take their mask or face-coverings off if they are in their own office, and they are alone. If they are in a large, shared office, and they cannot maintain at least a six-foot distance, they will need to wear their mask at all times.**

**Office/Production support employees must also wear a mask or face-covering at all times in CCT Production areas and when walking to and from break-rooms, restrooms, cubicle's/offices, etc.**

**Mask with valves are not recommended for virus spread prevention and should not be worn.**

## **Best practices for mask use:**

- Don (Put On) the Mask Correctly
- Wearing the Mask
- Doff (Take Off) the Mask Correctly
- Proper Storage of the Mask

## **Don (Put On) the Mask Correctly**

Due to mask shortages, CCT may offer more than one type of mask. In addition to the information below, be sure to follow the manufacturers' instructions for fitting the mask.

1. Thoroughly wash or sanitize your hands before donning a mask.
2. When donning masks, most people make the mistake of looping it around their ears first. If there is a nose piece, before securing your mask, you should use your thumb to make a slight indentation or divot on the nose piece. This will help seat the mask appropriately on the bridge of your nose.
3. As you don your mask, open it slightly (but not so much that the folds flatten out). This will give the mask a more efficient fit.
4. After looping your mask around your ears, use your index and middle fingers to mold the nose piece between your eyes and across the bridge of your nose.
5. Next, extend the mask fully over your mouth and chin. If you're wearing an adjustable mask, adjust the lower chin strap. This will draw the outside edges of the mask securely around your face.
6. If you wear glasses, remove them before donning your mask. Put your glasses back on after your mask is secure.
7. Don't Twist the Ear Loops Into Figure Eights
  - a. Employees with smaller facial features sometimes feel as if their masks aren't tight enough. To compensate, they shorten the ear loops by twisting them into figure eights.

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- b. This may bring the mask material up against the mouth and nose, causing condensation from breathing to wet the inside of the mask. This, in turn, weakens the ability of the mask to function effectively.

## Wearing the Mask

1. Leave the mask in place while wearing it. Do not lower it down off your face to your chin or neck or turn it to the side of your face or neck.
2. Do not touch the outside of the mask unnecessarily.

## Doff (Take Off) Your Mask Correctly

1. Just as there is a right way to put on a face mask, there's a right way to remove one. Removing a face mask incorrectly risks cross-contamination. If wearing gloves, you should remove your mask before taking off your gloves.
2. To doff a face mask, put your fingers underneath each of the ear loops near your ear lobes and pull straight down. Then lift the mask off and away from your face. Do not touch the mask itself, and do not wear a used mask outside of the work area.
3. If the mask is dirty or you are at the end of your shift, properly dispose of it in the trash.
  - a. See Proper Storage of the Mask below for storing at break or lunch.
4. Thoroughly wash or sanitize your hands after mask removal.

## Proper Storage of the Mask

Given the shortage of masks the goal is to extend the use of one mask per shift whenever possible. However, if lost, dropped, or dirty, employees should request another.

1. If the mask was removed for lunch or a break and is to be reused, the CDC suggests that masks can be stored in a breathable container in between uses. **Do not place down on a dirty surface or in a sealed, non-breathable container.**
  - a. CCT is providing paper bags for employees to use while on break or lunch. Masks should be put in a new clean bag each time it is removed for break or lunch.