

# Masking Protocols for Team Members

Until further notice, **all team members** are required to wear a mask while working at one of our hospitals or clinics. This helps protect our patients, visitors and team members when it is difficult to practice physical distancing.



When you arrive to work, you will perform hand hygiene.



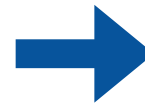
You will answer simple screening questions.



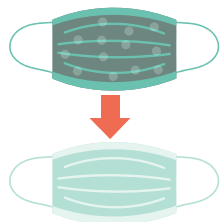
You will be given one mask to wear. Don mask by grabbing the elastics or ties.



Pull the mask under the chin.



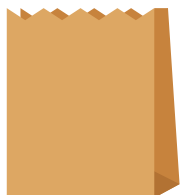
Pinch the bridge of the nose.



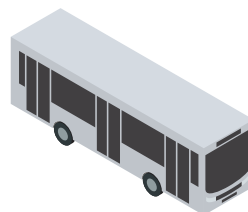
Take care of your mask each day. You'll be provided a replacement if the mask becomes wet, visibly soiled or damaged.



Before touching your mask, wash or sanitize your hands.



Safely store your mask when you eat, drink or go to the bathroom. Remove your mask by the elastics. To store, fold it lengthwise so that the outer surface is against itself and place in a clean paper bag or paper towel.



Wear a face covering while you are walking to your car, waiting for the bus or riding on the bus. Safely store your mask to wear it again until you return to screening and receive a new mask.

## Masking – Key Messages & Answers to Commonly Asked Questions

### What can I say to concerned patients inquiring why everyone is wearing a mask?

- We are implementing changes to our environment to protect our patients, visitors and team members. In addition to screening and hand hygiene when people enter our facilities, we are asking everyone to wear a face mask. Masks reduce the potential spread of illness; wearing a mask is one of the best things we can do to keep everyone safe.

### Who does masking protect?

- Masking protects people around the wearer from being exposed to any contagious respiratory illness s/he may have (with or without symptoms). It is very important to not come to work if you are sick. If you are ill, please call the Duke COVID-19 Hotline 919-385-0429, option 1, from 8 a.m. to 8 p.m.

### How often are we supposed to change out masks?

- All employees working in our hospitals and clinics will be provided one mask per day. You should wear your Duke-issued mask for the entire shift. Please take care of this mask each day as you will only be provided a replacement if the mask becomes wet, visibly soiled or damaged.
- Wash or sanitize your hands before you touch your mask. Safely store your mask when you eat, drink or go to the bathroom. To store, fold it lengthwise so that the outer surface is against itself and place in a clean paper bag or paper towel.

### If I come into work with my own type of hospital-grade mask, will I be allowed to wear it? Do I have to wear a facility-issued mask?

- At this time, only Duke-issued masks will be allowed for team members in our hospitals and clinics. We will provide a hospital-grade mask which has been reviewed and approved by our OESO and IP teams.

### Should I continue to wear my mask when I leave the building for the day and return to work? Should I wear my mask when I return to work?

- You should continue to wear a face covering while you are walking to your car, waiting for the bus or riding on the bus.
- You may choose to continue to wear the mask that was issued for the day, or you may wear an alternate face covering of your choice once you leave the clinical environment.

### When can I remove my face mask while at my workstation?

- If you work in a single office, you can remove the face mask, safely store it and close the door until you leave, or another person enters the office.
- You can remove and safely store your mask when you are eating or drinking in facility/department designated space.

### When do I need to wear my mask while in a common area?

- When you are in a common space (e.g., hallway, break room, workroom, cafeteria, nursing station, courtyard), you should wear your mask at all times except when not actively eating, drinking or using the restroom. Make sure to also limit the number of unmasked individuals who are in close proximity with one another while eating and drinking.

### Can patients and visitors wear their own masks?

- Yes, patients and visitors may wear their own masks as long as they adequately cover the mouth and nose and do not have exhalation valves. Masks with exhalation valves do not provide “source control” and, while they protect the wearer, are not effective at preventing transmission to other visitors, patients and staff. Patients or visitors with one of these types of masks should be given a Duke-issued mask to wear either in place of or over top of their mask from home.