

Operational Plan for Universal Source Control using Surgical/Procedure Masks

Staff Masking

All Ontario Correctional institutions will immediately implement source control (being worn to protect others) masking practices, requiring that all staff and visitors wear a surgical/procedure mask at all times while at work unless otherwise specified.

Masking is not a substitute to other important infection prevention and control practices, including hand hygiene and physical distancing.

The below information is not applicable to PPE use when Additional Precautions are in place, such as droplet/contact precautions (i.e. Intake or isolation units) or when otherwise directed.

Principles and Practices

Employees will be provided with one (1) surgical/procedural mask at the beginning of their shift and will immediately perform hand hygiene and don the mask.

Masks are to be worn throughout the shift, at all times, and removed only during:

- Breaks such as when eating and drinking
- When there is a specified PPE requirement such as when working in an area requiring Additional Precautions, e.g. droplet/contact precautions.

When removing a mask that is to be re-used, employees are to:

- Perform hand hygiene
- Remove the mask by undoing ties or removing the loops from around the ears
- Fold the mask inwards so that the outside surface of the mask is exposed and the inside (the side that lies against the face) is protected.
- Place the mask in a clean paper bag and fold the paper bag closed
- Perform hand hygiene

When re-using the mask:

- Perform hand hygiene
- Remove the mask from the bag, handling the mask in a manner that minimizes contact with the exposed mask surface
- Don the mask
- Perform hand hygiene

Masks are intended to be worn for extended periods and re-used for the entire shift, however the mask should be replaced if the mask is:

- Soiled
- Contaminated

- Moist
- Damaged, or
- Difficult to breath through

At the end of the scheduled shift, employees are to:

- Perform hand hygiene
- Remove the mask, by undoing the ties or removing the loops from the ears
- Discard the mask into regular garbage
- Perform hand hygiene
- Discard bag

Visitor Masking

Visitors will be provided with one (1) surgical/procedural mask after passing the screening criteria and will immediately perform hand hygiene and don the mask prior to signing in.

Visitors must mask at all times when in the institution.

If the visit exceeds four (4) hours and breaks are anticipated, consider using the extended wear and re-use procedures as outlined above in Staff Masking, Principles and Practices outlined above.

At the conclusion of business within the institution, visitors are to:

- Perform hand hygiene
- Remove the mask, by undoing the ties or removing the loops from the ears
- Discard the mask into regular garbage
- Perform hand hygiene