

## **Appendix B**

29 April 2020

# **Personal Use of Surgical/Procedure Masks in Youth Justice Direct Operated Youth Centres**

## **Personal Staff Masking**

All Ministry of Children, Community and Social Services operated youth justice facilities will immediately provide surgical/procedure masks as a replacement for the use of personal masks within the workplace. This will ensure staff who wish to use masks within the workplace will have access to a standard approved mask.

It is understood and recognized that masking is not a substitute for other important infection prevention and control practices, including hand hygiene, physical distancing and (enhanced) cleaning; it is vitally important that those other protective practices and measures continue.

The information below is not applicable to Personal Protective Equipment (PPE) use when Additional Precautions are in place for youth intake, droplet/contact measures during isolation, or when otherwise directed.

This plan will be in place until further notice and will be reviewed and updated on a regular basis.

## **Principles and Practices**

### **Employees:**

At the time of screening when entering the facility, each employee will be offered a face mask to be used during the course of their shift. If an employee accepts the face mask, they will sign for it; if an employee chooses not to take a mask, they may continue to enter the workplace, providing they pass the screening test. Employees who accept a personal use surgical/procedure mask will also be provided with a paper bag upon their entry to the facility to store the mask while taking a break during their shift and to dispose of the mask at the end of their shift.

### **Guidelines for Using the Face Masks:**

Hand hygiene must be performed before putting on the mask

Keep your hands away from your face and mask to prevent contamination. If you do adjust your mask, perform hand hygiene immediately afterwards

### **Re-use of Masks**

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

1. Perform hand hygiene
2. Remove the mask by undoing ties or removing the loops from around the ears
3. Fold the mask inwards so the outside surface of the mask is exposed and the inside (the side that lies against the face) is protected
4. Place the mask in the paper bag provided at the beginning of shift and fold the paper bag closed
5. Perform hand hygiene

When putting the mask back on:

1. Perform hand hygiene
2. Remove the mask from the bag, handling the mask in a manner that minimizes contact with the exposed mask surface
3. Don the mask
4. Perform hand hygiene

### **Mask Replacement**

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
- Excessively damp
- Damaged, or
- Difficult to breathe through

### **At the end of the Shift**

1. Perform hand hygiene
2. Remove the mask, by undoing the ties or removing the loops from the ears
3. Put the mask into the paper bag
4. Discard the mask and bag into regular garbage
5. Perform hand hygiene

As noted above, the personal use of surgical/procedure masks is optional except in circumstances where Additional Precautions are in place for isolation and for youth Intake.

Staff using surgical/procedure masks will be required to have their work identification on their person while on shift.

The Direct Operated Facilities Branch is committed to fostering and sustaining an inclusive, diverse, equitable and accessible workplace that is respectful and free from discrimination and harassment. The use of a mask is voluntary. There will be zero tolerance to any type of harassment or retaliation regardless of the employee's choice to wear a mask or not.