

# COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

**To:** All Staff  
**From:** Daniel Roy  
**Subject:** Covid-19 response  
**Date:** May 4<sup>th</sup>, 2020

## **“WASH YOUR HANDS, PHYSICALLY DISTANCE, STAY SAFE”**

- ✓ **The Management Team has sought information from the Porcupine Health Unit, we have participated in various conference calls with infectious disease leaders and we have carefully assessed our current supply and future supply of PPE.**
- ✓ **We have set aside a sufficient supply of masks for 30 days for each home in case of isolation.**
- ✓ **We continue to instruct all residential staff to wear a mask on shift.**
- ✓ **We will make the switch to disposable masks for all staff.**
- ✓ **Therefore as of Tuesday May 5<sup>th</sup>, we will be providing procedural/surgical masks in every home to use on every shift.**
- ✓ **Staff will be asked to sign a form for each mask taken. This is needed to monitor supply as per Ministry directive.**
- ✓ **We have allotted for changing of a mask during shifts.**
- ✓ **The sign out sheets will need to be faxed to Head Office every Monday so we may update our supply list as is required by Ministry Directive.**
- ✓ **Please now wear procedural masks on every shift you work. You may keep your cloth masks for personal community use.**
- ✓ **Cloth masks will be distributed to all PRT staff in Timmins and in other communities.**

## **Procedural Masks**

Each staff will be permitted to use **1 mask** for every **4 hours** of work (8 hours shifts = 2 masks, 12 hour shifts = 3 masks). This allows for a change if your mask gets soiled during your shift. Please ensure to **sign out** every mask utilized during your shift for inventory purposes for the ministry.

### **How to apply the mask**

1. Wash your hands
2. Hold the mask through the ear loops with the coloured side facing outwards and metal edge upwards.
3. Apply mask and ensure your mouth, nose and chin are covered
4. Pinch the metal edge of the mask so that it presses gently on your nose bridge

Once the mask is applied, do not touch the outside of the mask and practice hand hygiene accordingly should you accidentally touch the outside of the mask.

### **How to remove the mask**

1. Wash your hands before removing your mask
2. Do not touch the inside or outside of your mask
3. Remove the mask by grabbing both ear loops and disposing of the mask, unless removing your break (see instructions below).
4. Wash your hands

### **Break times**

1. Follow instructions for mask removal
2. Instead of disposing of the mask - place the outside of the mask face down on a paper towel
3. Wash your hands
4. Reapply mask according to instructions, dispose of paper towel and wash your hands. Clean area with javex and water solution

Be mindful of social distancing (6 feet apart) during breaks especially when masks have been removed.

Avoid touching your face and continue to practice hand hygiene accordingly

✓ **Please see attached instructions on wearing and removing a mask.**

Respectfully,

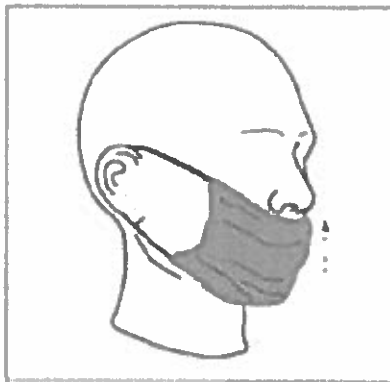
Daniel Roy  
Human Resources Director

Cc Darren Renaud, L664 President  
Cindy McQuarrie, OPSEU Regional Representative  
Sarah Cashabec for Board Distribution  
HR for web posting

# FACE MASK MISTAKES



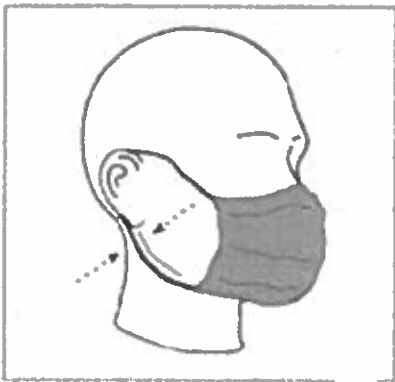
✘ It doesn't cover your chin



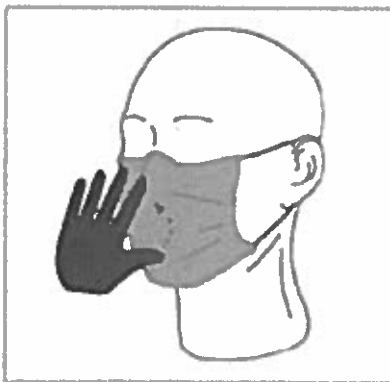
✘ It sits below your nose.



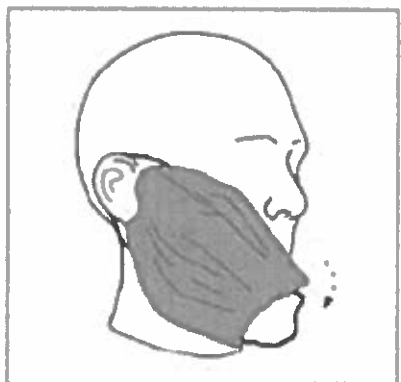
✘ It covers only the tip of your nose.



✘ It's too loose.



✘ You keep touching it.

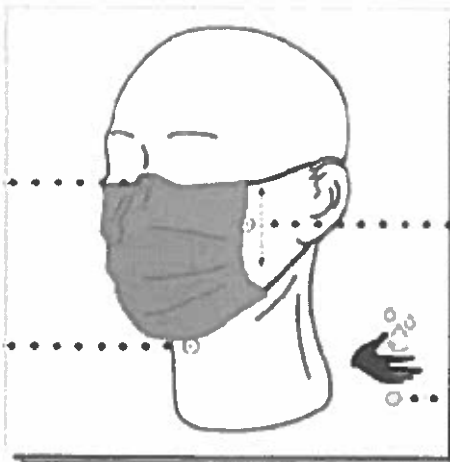


✘ You keep taking it on and off.

## THE RIGHT WAY TO WEAR A FACE MASK

The top edge sits on the bridge of your nose.

The bottom edge sits under your chin.



It's snug, without gaps between the mask and your face.

Wash your hands after you take it off.