



April 4, 2020

Timber Ridge Staff,

The IL. Department of Public Health is now recommending that we implement a universal masking policy requiring all staff to wear a mask when working.

Who must wear a mask?

ALL STAFF working inside the Timber Ridge facility in any capacity must wear a mask while at work.

What kind of mask must be worn?

Cloth masks will be worn except for in the following circumstances:

- Yellow surgical masks will be used when providing care for residents in isolation
 - Our supply of yellow surgical masks is limited at this time so they must be held in reserve for isolated residents

When and where does a mask need to be worn?

Masks must be worn AT ALL TIMES while working EXCEPT:

- While eating or drinking in a break room with proper social distancing in place
- While in an office with a single occupant and a closed door

How do I get a cloth mask?

1. Two cloth masks are being provided for each staff at Timber Ridge
 - a. Masks are labeled with your name and will be stored in file cabinets in the lobby in a paper bag
2. Return masks to the brown garbage can by the time clock for laundering at the end of your shift
 - a. Tie all four ties in a loose knot before putting in laundry
 - b. Laundered masks will be returned to the file cabinet daily

To Put On Mask:

1. **Perform hand hygiene**
2. If using a filter sheet place inside mask prior to applying
3. Grasp upper ties and place over face
 - a. Place labeled side toward your face
 - b. Mask should cover above your nose and below your chin
 - c. DO NOT TOUCH the labeled side of mask
4. Tie upper ties snugly above ears
5. Grasp lower ties and tie snugly below ears
6. **Perform hand hygiene**

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To REMOVE facemask **with intent to reuse**:

1. **Perform hand hygiene**
2. Remove mask by untying lower ties FIRST. Untie upper ties last.
 - a. The front is contaminated, so remove slowly and carefully.
 - b. Ensure ties do not fall into clean interior side of mask.
3. Carefully **store in the Ziploc baggies** provided in break rooms and lobby.
4. **Perform hand hygiene.**

To Re-Don Mask:

1. **Perform hand hygiene**
2. Grasp upper ties and place over face
 - a. Place labeled side toward your face
 - b. DO NOT TOUCH the labeled side of mask
3. Tie upper ties snugly above ears
4. Grasp lower ties and tie snugly below ears
5. **Perform hand hygiene**

At End of Shift

1. **Perform hand hygiene**
2. Remove mask by untying lower ties FIRST. Untie upper ties last.
3. Take all four ties and TIE LOOSELY IN A KNOT TOGETHER
4. Remove and discard filter into labeled garbage can
5. Place in brown garbage bin next to time clock for laundering
6. **Perform hand hygiene**

Thank you for all your hard work and diligence in keeping everyone safe!!

Kristen Dancy