

1.0 PURPOSE

To provide direction and requirements to Backwoods employees using masks and gloves for additional protection from COVID-19. To reduce the risk of illness while working throughout the COVID-19 Pandemic.

2.0 RESPONSIBILITIES

2.1. Management/Superintendent

- Ensures all roles with responsibilities within this Safe Work Practice (SWP) understand and have executed their duties.
- Monitors and verifies materials are made available and maintained in accordance with the applicable Backwoods, legislation, and manufacturer's specifications.

2.2. Supervisor/Foreman

- Monitors and enforces the requirements outlined in this SWP.
- Ensures workers have received instruction on this SWP.

2.3. Worker/Operator

- Follows the requirements outlined in this SWP.
- Advises the Supervisor/Foreman of any damage, excessive wear to equipment, or deviations in compliance to the requirements outlined in this SWP.

3.0 EQUIPMENT REQUIREMENTS

Standard Personal Protective Equipment (PPE)



**Protective
Gloves**



Face Mask

Task/Process Specific Equipment

- Disposable Gloves
- Non-Medical Face Mask (disposable or cloth mask)
- Sealed Plastic Bag for storage of clean masks.
- Sealed Plastic Bag for soiled masks.

4.0 WORK PRACTICE

4.1. Face Masks



Masks are effective only when used in combination with frequent handwashing with alcohol-based sanitizer or soap and water.

Hand washing, covering your mouth when coughing or sneezing and avoiding touching your face, nose or mouth remain the best evidence-based ways to prevent the spread of respiratory illness.

- Employees can wear face masks to cover their mouth and nose to prevent respiratory droplets from contaminating other people or surfaces, and to prevent nose and mouth touching.
- Non-Medical Facemasks are available. **Employees who chose to utilize their own facemasks must receive approval from their Manager and Backwoods HSE Manager.**
- Facemasks must be inspected, used, and maintained and/or disposed of as per the manufacture's specifications and this Safe Work Practice.



Medical face masks must be kept for health care workers and other providing direct care to COVID-19 patients and will not be diverted away from these groups.

In certain circumstances, medical masks may be required if working in areas where there the risk of exposure to individuals infected by COVID-19 (i.e. a healthcare facility), and physical distancing of 2 meters (6 feet) cannot be maintained. Client requirements pertaining to medical mask use must be followed.

4.2. Non-Medical Masks

Non-Medical Facemasks must be worn when physical distancing of 2 meters (6 feet) from another person cannot be maintained.

- Put on and remove masks following **Table 1- How to put on and remove masks.**
- The mask must fit well (non-gaping).
- Do not share mask with others.

Face mask can become contaminated on the outside, or when touched by your hands. When wearing a mask:

- Avoid touching your face while using it.
- Change cloth masks as soon as it gets damp or soiled.
 - Put it directly into the washing machine or a bag that can be emptied into a washing machine and then disposed of.
 - Cloth masks can be laundered with other items using a hot cycle, and dried thoroughly.

- If using cloth non-medical masks, carry a clean sealable bag (“Labeled Clean Masks”) with at least three clean masks in it, as well as a plastic bag (“Labeled Dirty Masks”) that can be used to safely store used masks until they can be washed at home.
- Non-medical masks that cannot be washed must be discarded as soon as they get damp, soiled or crumpled
 - Dispose of masks properly in a lined garbage bin, do no leave discarded masks in work areas or on the ground.



Cloth masks should only be worn for a short period of time, as there is some evidence that they can trap virus particles after they become damp, which may put the wearer at greater risk.

Table 1- How to put on and remove masks

PRIOR TO PUTTING ON MASK



Before putting on a mask, wash hands with alcohol-based sanitizer or soap and water.

DO NOT put on a mask with gloves on.

Inspect the mask to ensure it is not damaged (i.e. rips or holes) or soiled.

Open mask fully to cover from nose to below chin. If the mask has a nose bar, pinch it around your nose.

DURING USE



Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.

The front of a mask is contaminated. Avoid touching the mask while using it – if you do, wash your hands with alcohol-based sanitizer or soap and water.

Replace the mask with a new one as soon as it is damp or soiled.

TO REMOVE THE MASK

REMOVE ALL OTHER PPE before you remove your mask. DO NOT remove a mask with gloves on.



Wash your hands with an alcohol-based hand rub or soap and water.

Remove the mask from behind - **DO NOT touch the front of the mask.**

Discard mask immediately in a closed garbage (disposable), or place reusable masks in a sealed bag and wash in hot water with a laundry detergent.

Wash your hands with an alcohol-based hand rub or soap and water.

Never re-use disposable masks.

4.3. Gloves



If not used and disposed of properly, wearing gloves may provide another surface for the virus to live on – potentially encouraging virus transmission. “Regularly washing your bare hands offers more protection against catching COVID-19 than wearing rubber [nitrile] gloves

Single Use Nitrile Gloves

- Single use Nitrile Gloves are only recommended when:
 - workers will be in direct contact with an ill person, or a contaminated object or environment (i.e. temperature testing, working in a health care facility), or
 - frequent hand washing is not possible or disinfecting wipes and hand sanitizer is not available, and workers are required to interact with the public and handle items others have handled with or without gloves (i.e. shared tools and equipment).
- Put on and remove masks following **Table 2- How to put on and remove Single Use Nitrile Glove.**
- Never re-use single use Nitrile Gloves.

Regular Work Gloves







- Workers who already routinely wear re-useable gloves to protect against hazardous workplace exposures (i.e., gloves that help protect against cuts and abrasions, extreme cold or heat, chemical cleaning agents, oils and greases, metal and solvents) must:
 - Store gloves in a dedicated space when not in use for the work tasks, and
 - Launder them daily (Check with the supplier for care instructions, but most gloves, even leather gloves, can at least be cleaned with soap and water and hung to dry. If gloves are not dry in time for the next shift, consider having a second pair on hand.)



DO NOT REMOVE A FACEMASK WITH GLOVES.

Table 2- How to put on and remove Single Use Nitrile Glove

DONNING NITRILE GLOVES

- | | | | |
|---|---|---|--|
| 1 |  | 4 |  |
| 2 |  | 5 |  |
| 3 |  | 6 |  |
- Wash hands with alcohol-based sanitizer or soap and water.
- Pull towards the wrist to fully put on the glove using only your knuckles to avoid fingernail puncture.
- Take out a glove from it's original dispenser. Inspect the glove for holes or punctures. Do not blow into the glove
- Take second glove of dispenser with bare hand. Inspect the glove for holes or punctures.
- Hold glove at opening with on hand and slide fingers and thumb of opposite hand into the glove
- Hold glove at opening and slide fingers and thumb into glove. Pull glove towards wrist using knuckles of the gloved hand.

USING NITRILE GLOVES

- | | | | |
|---|---|---|--|
| 1 |  | 2 |  |
|---|---|---|--|
- Change gloves when they become soiled or torn.
- Change gloves if you touch your face, eyes, nose or mouth, or cover a cough or sneeze with your hands while wearing gloves.

REMOVING NITRILE GLOVES

- | | | | |
|---|---|---|--|
| 1 |  | 4 |  |
| 2 |  | 5 |  |
| 3 |  | 6 |  |
- Grasp outside of glove with opposite gloved hand and peel off.
- Peel off second glove over the first glove.
- Hold and remove glove in gloved hand.
- Discard Gloves in lined waste container
- Slide fingers of ungloved hand under remaining glove at wrist.
- Wash hands with alcohol-based sanitizer or soap and water.

5.0 DEFINITIONS

Medical Facemasks -. Medical masks include N95 masks and surgical or procedure masks. N95 masks protect from exposure to biological aerosols that may contain viruses or bacteria. They are generally only required during specific, high-risk medical procedures. Surgical or procedure masks provide a barrier to splashes, droplets, saliva or spit. They are not designed to fit tightly against the face.

Non-Medical Facemasks – Masks made of fabric, or other materials not rated for medical use that cover one’s nose and mouth.

6.0 REFERENCES

- Alberta Health Services - How to wear a mask
- CDC – How to remove gloves
- Alberta Health Services – COVID-19 FAQs for public
- <https://www.alberta.ca/assets/documents/covid-19-healthcare-ppc-guidance.pdf>

7.0 REVISION HISTORY

Date	Details of Revision	Revision	Prepared By	Checked By	Approved By
APR-08-2020	Document Creation	00	C. Stepien	P. Poscente	C. Stepien



ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have reviewed and understand the contents of the **Mask and Glove Use – COVID-19 SWP**. I understand that I must have a thorough knowledge of, and abide by, these requirements. If I have questions during the process of this task I will stop and speak with my immediate Supervisor/Foreman. I further acknowledge that I understand that the requirements contained within this safe work practice are conditions of my continued employment with Backwoods.

Print Name	Signature	Date
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