PUTTING ON AND TAKING OFF A FACE COVERING

This document provides instructions for DOHMH staff on how to safely put on, take off and store a face covering. Replace the face covering daily or if dirty, damaged, or wet. The below methods may be applied to other face coverings (such as cloth face coverings) if similarly designed.

How to Put on a Face Covering

1. Wash your hands with soap and water for at least 20 seconds (or use alcohol-based hand sanitizer) before touching the covering. Inspect the covering to make sure it is not ripped or otherwise damaged.

2. Determine which side of the covering is the top. The side of the covering that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.

3. Determine which side of the covering is the front. The colored side of the covering is usually the front and should face away from you, while the white side touches your face.

4. Follow the instructions below for the type of covering you are using.
   - **Face covering with ear loops:** Hold the covering by the ear loops. Place a loop around each ear.
   - **Face covering with ties:** Bring the covering to your nose level and place the top ties over the crown of your head and secure with a knot or bow.
   - **Face covering with bands:** Bring the covering to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the top of your neck.

5. Mold or pinch the stiff edge to the bridge of your nose. If using a face covering with ties, then take the bottom ties, one in each hand and secure with a knot or bow at the back of your neck.

6. Pull the bottom of the covering down to cover your chin. Adjust the face covering as necessary to make sure it securely covers your nose and mouth.

How to Take Off a Face Covering

1. Wash your hands with soap and water for at least 20 seconds (or use alcohol-based hand sanitizer) before touching the covering.

2. Only touch the ear loops/ties/band when removing the covering. Avoid touching the front of the covering, as it may be contaminated.

3. Throw the covering in the trash if damaged, dirty, or wet, or at the end of the day.

4. Clean your hands with soap and water or alcohol-based hand sanitizer.

How to Store a Face Covering Between Use

The face covering should be carefully folded so that the outer surface is held inward and against itself. It should be stored in a clean bag or container.
HOW TO PUT ON A FACE COVERING

**STEP 1**
Wash your hands thoroughly with soap and water or use alcohol-based hand sanitizer.

**STEP 2**
Inspect covering for rips or other damage.

**STEP 3**
Identify the top and front of the covering. The stiff bendable edge or metal strip is the top. The colored side of the covering is usually the front and should face away from you.

**STEP 4**
Place the loops over your ears.

**STEP 5**
Pinch the metal strip (or stiff edge) of the covering so it molds to the shape of your nose.

**STEP 6**
Pull down the covering’s bottom so it covers your mouth and chin. Adjust the covering as necessary to make sure it securely covers your nose and mouth.

**STEP 7**
Replace the covering daily or if dirty, damaged, or wet. Touch only the straps to remove and dispose in the trash. Wash hands with soap and water or use alcohol-based hand sanitizer.