

DEPARTMENT OF SPORT, ARTS AND CULTURE AND DEPARTMENT OF SOCIAL DEVELOPMENT

## EMPLOYEE HEALTH AND SAFETY INFORMATION: HOW TO USE A CLOTH FACE MASK

Please ensure that you are always wearing a face mask to prevent the spread of COVID-19.

- Only use a mask that is clean.
- Wash your hands before putting the mask on.
- Place the mask with correct sides facing your face. The face mask must cover must cover the nose and the mouth completely.
- Tie the strings behind your head, or if using elastic bands make sure these are tight. Make sure it fits well.
- Face masks should not be lowered when speaking, coughing or sneezing.
- Face masks should not be repeatedly touched-fidgeting with the mask repeatedly is strongly discouraged. Do not touch your face.
- When you take it off, undo the ties and carefully fold the mask inside out, hold it by the strings/elastics and place the mask in a container reserved for washing the cloth mask. The inner side of the mask should not be touched by hands.
- Wash your hands thoroughly and dry after removing the face mask before doing anything else.
- Wash cloth face masks with warm soapy water and iron when dry.
- Each person should have at least 2 face masks so that one face mask is available when the other is being washed.

## **NB: REMEMBER TO:**

Wear the face mask always. Wash your hands regularly with water and soap. Use a hand sanitizer. Keep social distance. Avoid contact greetings and follow correct coughing etiquette.

# STAY SAFE AND SAVE LIVES.