

# Public Utilities Operations

## Moral & Welfare Package

*We Care.* Thank You for all that you and your willingness to continue to come to work each day during this crisis. We will continue to work to provide you the supplies you need to help protect you each day.

**How to wear a Mask**

A mask is used to help limit the spread of germs.

				
<b>Step 1</b> Clean your hands with soap and water or hand sanitizer before touching the mask.	<b>Step 2</b> Check the mask to make sure there are no obvious tears or holes in either side of the mask.	<b>Step 3</b> Hold the mask with the stiff bendable strip on top, and the coloured side facing outwards.	<b>Step 4</b> Ensure that the mask should cover your nose, mouth and chin.	<b>Step 5</b> Mould or pinch the nose strip to conform to the shape of your nose.

**Removing a mask**

		
<b>Step 1</b> Clean your hands with soap and water or hand sanitizer before touching the mask.	<b>Step 2</b> Avoid touching the front of the mask because it is contaminated. Only touch the ear loops/ties/band.	<b>Step 3</b> Remove mask according to the type of mask you are using.

- ❖ Don't touch your mask while wearing it – any foreign particles on the outside of the mask could get transferred onto your hands.

			
<b>Face Mask with Ear Loops</b> 1. Hold both ear loops. 2. Unhook and gently lift to remove the mask.	<b>Face Mask with Ties</b> 1. Untie the bottom bow first followed by the top bow. 2. Pull the mask away from you as the ties are loosened.	<b>Face Mask with Bands</b> 1. Lift the bottom strap over your head. 2. Pull the top strap over your head.	<b>Step 5</b> Clean your hands with soap and water or hand sanitizer before touching anything else.

- ❖ Avoid fidgeting with or readjusting the mask. Repeatedly pulling a mask on and off reduces its effectiveness.

- ❖ Don't share your mask with others.

# How to Remove Gloves

To protect yourself, use the following steps to take off gloves



1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.

## Contact the LAB

For spray bottles with solution to wipe down surfaces.

## Keep & Refill

Your spray bottles & hand sanitizer bottles

## Protect Yourself From COVID-19

### WASH. YOUR. HANDS.

Wash your hands with soap and water regularly.

### Cover a cough or sneeze

Cover your cough or sneeze with your sleeve or disposable tissue.

### Don't touch

Avoid touching eyes, nose or mouth with unwashed hands.

### Keep your distance

Avoid close contact with people who are sick.

### Stay home

If you experience respiratory symptoms like a fever or cough, stay home.

### Get help

If you experience symptoms of COVID-19, CALL your health care provider.

