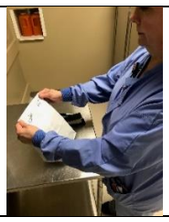
Standard Work Sheet

Process:	***Obtaining Decontaminated N95 Mask for Covid-19 Patient Use Only***

Each team member's decontaminated N95 mask(s) will be returned to designated team member's department identified on mask. SPD will return decontaminated N95 masks in a tote to each departments identified drop off location.

Obtaining Decontaminated N95 Mask for Covid-19 Use Only

Step	Description	Key Point/Reason/Picture
1	Find labelled decontaminated N95 mask in white paper bag from decontaminated N95 return tote in each department's identified drop off location (example: clean utility room). If no identified decontaminated N95 mask found, obtain new N95 mask per department process.	
2	Verify correct username is on white paper bag prior to opening.	
3	Remove mask from the white paper bag and confirm correct username and unit are written on mask. Discard white paper bag. Prior to use, examine mask and **discard** if: • Broken elastic bands • Visible soiling, saturation, tears, or compromised areas • Poor seal check/fit	
4	Obtain brown paper bag per department process for N95 storage during shift	
5	Utilize mask per isolation guidelines, PPE Reuse and Extended use Table, and PPE Reuse Guidelines throughout shift (IUH portal Covid-19 Resources). If mask becomes soiled, saturated,or compromised discard and obtain new N95 (or alternate decontaminated mask if available).	
6	After your shift: • Place N95 into labelled paper bag • Fold brown paper bag closed • Take brown paper bag to identified drop off location for decontamination (example: soiled utility room) • Place in identified return bin	