

# Standard Operating Procedure

SITE: SIH System

EFFECTIVE DATE: May 4, 2020

SUBJECT: Decontamination of N95 Masks

REVISION DATE:

DOCUMENT NUMBER:

LOCATION OF TEMPLATE:


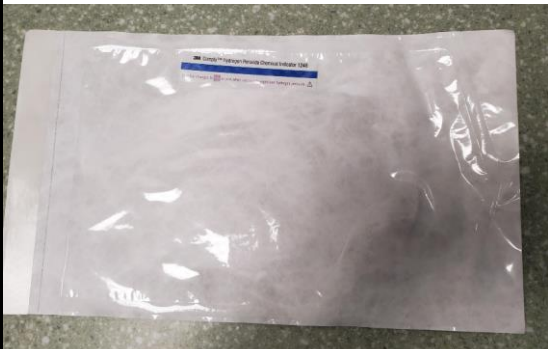
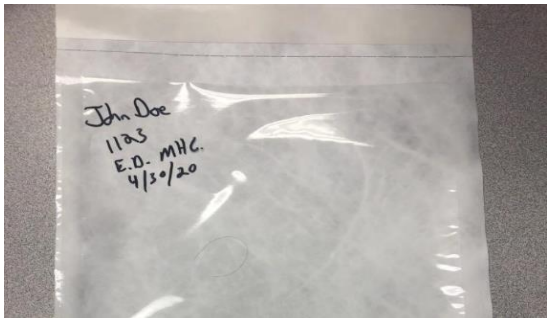
AUTHORIZED BY: Garrett Burton

DATE: April 30, 2020

SOP OWNER: Garrett Burton

**PURPOSE:** Educate employees on how to turn in N95 masks for decontamination.

## **PROCEDURE: Employee Drop Off of N95 Masks**

	Activity / Task	Task Time	What It Looks Like
1	<p>Hand Hygiene &amp; prepare Tyvek sleeve</p> <ul style="list-style-type: none"> <li>Hand hygiene prior to starting the process</li> <li><b><i>*Important* Please write your name, employee ID, and the word "cycles" on a lateral side of your mask prior to donning it for your shift or when you first get it.</i></b></li> </ul>		
2	<p>Insert Indicator Strip Into Bag</p> <ul style="list-style-type: none"> <li>Strip must be inserted blue side up and must remain visible after you bag the mask.</li> </ul>		
3	<p>Label Tyvek Sleeve</p> <ul style="list-style-type: none"> <li>Write your <u>Name</u>, <u>Employee ID</u>, <u>Department</u> &amp; <u>Date</u> on the upper ¼ of <u>plastic</u> side of the self-sealing bag using a sharpie provided at station.</li> </ul>		

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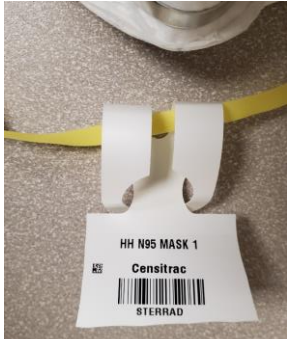
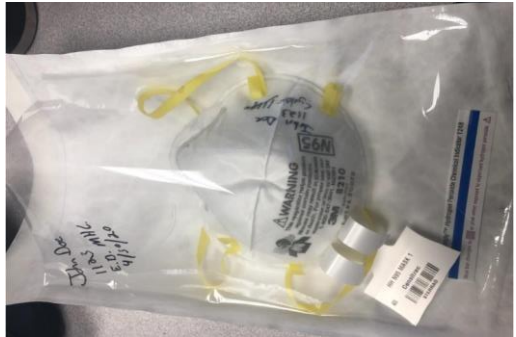
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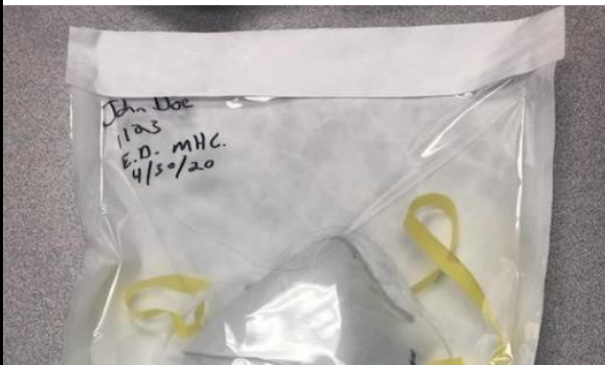

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	Activity / Task	Task Time	What It Looks Like
4	Perform Hand Hygiene and don gloves		
5	Appropriately doff your N95 and Visually Inspect N95 Mask <ul style="list-style-type: none"> <li>If your N95 mask passes visual inspection, proceed to next step.</li> <li>NO MAKEUP!</li> <li>If your N95 mask is damaged, exchange it with the Safety Team Officer</li> </ul>		
6	Attach Censitrac Tag/Label if you do not already have one attached <ul style="list-style-type: none"> <li>Place a Censitrac Tag/Label around the top strap of the N95 Mask.</li> </ul> This Tag and Label must remain on the mask at all times.		
7	Bag Mask <ul style="list-style-type: none"> <li>Place N95 Mask in self-sealing bag with <u>Censitrac Label</u> visible through clear plastic.</li> </ul>		

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Activity / Task		Task Time	What It Looks Like
8	<b>Seal the Bag</b> <ul style="list-style-type: none"> <li>Remove the plastic from the bag flap and fold the flap over to seal, not covering your name, ID, department, or date.</li> </ul>		
9	<b>Place Sealed Bag into the Drop Off Tote.</b>		
10	<b>Mark Mask for Each Use <u>After Mask is Decontaminated</u></b> <ul style="list-style-type: none"> <li>Place a <u>Tic Mark</u> on your mask indicating another use. Picture shows that this mask has been worn and decontaminated 5 times. Masks can be worn and decontaminated up to 10 times as long as physical integrity is intact.</li> </ul>		