

## COVID-19 INFORMATION

# Infection Prevention and Control (IPC) Guidelines for the Repackaging, Storing and Distribution of Non-Medical Face masks

This document is intended to support you with IPC principles and guidelines as they relate to processes required to prepare non-medical face masks (masks) for distribution to Albertans as a response to the COVID-19 pandemic.

## Environmental Guidelines

- Internal boxes of masks should be removed from larger external corrugated boxes, if possible, at point of entry into the restaurant.
- Designate an area away from food preparation to perform the repackaging process and to store the prepared packaged masks.
- Designated repackaging area must:
  - Have a hard surface (i.e. counter/table) that can withstand cleaning and disinfection with a Health Canada approved disinfectant.
  - Have enough space to perform the packaging activities.
  - Allow for compliance with workplace guidelines for COVID-19 prevention.

## IPC Principles for the Repackaging Process

- » Personnel must be dedicated to repackaging of masks for the entire repackaging session.
- » Hand hygiene means washing hands for 20 seconds with soap and water or using alcohol based hand sanitizer (minimum of 60% alcohol) for 20 seconds. When hands are visibly soiled, wash with soap and water.
- » Masks must only be handled by the ear loops - The inside/outside of the mask must never be touched.
- » Do not wear gloves during the repackaging process.
- » Personnel must wear non-medical face masks during the repackaging process.
  - See instructions on how to put on your own mask at <https://www.alberta.ca/prevent-the-spread.aspx#p25621s4>

Note: Extra masks should remain in the original plastic packing bag, secured and placed back into the mask box for later use.

## Steps for Repackaging-Two People X and Y (Ideal)

1. Clean and disinfect repackaging surface.
2. X and Y perform hand hygiene.
3. X and Y prepare supplies (masks, bags and labels).
4. X opens box of 50 masks, removes and opens bag of masks.
5. X performs hand hygiene.
6. X removes 4 masks by the ear loops and places into plastic bag held open by Y.
7. Y folds the plastic bag opening so masks are secure and flat and then seals with the label.
8. Y places prepared packaged masks in a designated storage space until needed for distribution.
9. Repeat steps 6, 7 and 8.
10. When more supplies are needed (i.e. a new box of masks, bags or labels) repeat steps 2, 3, 4 and 5.
11. For each new session of repackaging masks repeat step 1.

Note: If at any time during steps 6, 7 or 8 person X or Y's hands come into contact with anything other than the masks, bags or labels hand hygiene must be performed.

## Steps for Repackaging-One Person

1. Clean and disinfect repackaging surface.
2. Perform hand hygiene.
3. Prepare supplies (masks, bags and labels).
4. Remove and open bag of 50 masks.
5. Perform hand hygiene.
6. Remove 4 masks by the ear loops and place into plastic bag.
7. Fold the plastic bag opening so masks are secure and flat and then seal with the label.
8. Place prepared packaged masks in a designated storage space until needed for distribution.
9. Repeat steps 6, 7 and 8.
10. When more supplies are needed (i.e. a new box of masks, bags or labels) repeat steps 2, 3, 4 and 5.
11. For each new session of repackaging masks repeat step 1.

Note: If at any time during steps 6, 7 and 8 hands come into contact with anything other than the masks, bags or labels hand hygiene must be performed.

### Discard mask if:

- » It appears damaged or is damaged during handling.
- » The front or back of the mask is accidentally touched during handling/repackaging.
- » It falls on the counter/table or floor.

## Storing Packaged Masks

- Store packaged masks in a designated area with relative humidity less than 80%, that is well-ventilated and clean, dry and free of harmful gasses.

## Guidelines for Distribution of Packaged Masks

- Ensure masks are distributed to the public in way that prevents them from being damaged or contaminated.
- Masks need to be distributed in a way that avoids line ups.