

# Chartwells Mask SOP Update

8/18/20

The CDC recommends the use of cloth face masks for the general population to help reduce the spread of Covid-19. The cloth face mask helps reduce airborne transmission of Covid-19 from asymptomatic individuals. Wearing your mask protects others. Others wear their mask to protect you.

When wearing a mask in a food service operation, the Food Code requirements for hand washing must always be followed. Pay special attention to avoid touching the mask and then handling food. Touching the mask should be considered the same as touching the nose or mouth, and hands should be washed before handling food.

In light of the Covid-19 pandemic, Chartwells Higher Education has implemented a mandatory mask use policy. Associates are required to wear a uniform issued re-usable face mask at all times while at work. If a reusable mask is not available for any reason, an associate may utilize a disposable face mask. Associates are not permitted to wear a non-uniform approved face covering while at work.

Face shields are not the same as face masks. Associates must wear a uniform issued face mask at all times while at work. This is for the safety of the entire team. Associates who feel they have a medical reason to not wear a face mask should discuss the situation with their manager, and the manager should engage the HRBP for further guidance. Face shields may be worn in addition to, not in lieu of, a face mask. Face shields are not required for most associate job functions with the exception of dishroom personnel.

Masks are required for all personnel entering the dining operation. This includes but is not limited to associates, all management team members, all contactor visitors, all corporate visitors, all vendors, and all construction personnel. If a visitor does not have their own face mask, a single-use disposable mask will be provided for their visit.



## Mask Guidelines:

- Reusable masks must be kept clean. Wash the mask hot water with regular detergent, and dry on high heat. Wash your hands before putting on the mask. It is recommended to wash your mask daily.
- Do not leave the mask lying around where it can be contaminated. If the mask must be removed during the work day, place it in a brown paper bag to prevent contamination.
- The mask must cover your nose and your mouth. You may not pull the mask down below your nose.
- Masks should be worn at all times when proximity to another individual is likely. This includes offices and restrooms. It is important to keep your mask on in all public or shared spaces. Covid-19 is believed to be airborne and can linger in the air. Remember, your mask protects others. Keep your mask on at all times during the work day, with exceptions for meals and outdoor breaks.
- You may remove your mask for outdoor breaks and meal breaks. Meals should be consumed in designated areas only, preferably outdoors or in well ventilated spaces if possible. Beverage consumption should be limited to designated areas and break times as much as possible to minimize mask removal or touching.
  - Before removing your mask, wash or sanitize your hands.
  - Place the mask in a bag or container where it is not likely to be contaminated. A brown paper bag works well.
  - Before putting your mask back on, wash or sanitize your hands again.
- If you touch your mask for any reason while preparing or handling food, immediately stop and wash your hands. Hands must be washed regardless of whether or not you have gloves on.
- Masks that become contaminated, damp or soiled should be removed and replaced. A disposable mask may be worn until the reusable mask can be washed.
- Reusable masks should be replaced when visible wear and tear is evident.

## RESPIRATOR/SURGICAL MASK USE

*When wearing a mask in a food service operation, remember you must always follow the Food Code requirements for washing hands.*

*Pay special attention and avoid touching the mask and then handling food.*

*Touching or adjusting the mask should be considered the same as touching the nose or mouth and hands should be washed before handling food.*

### Follow these guidelines for wearing a respirator/surgical face mask:

- Before putting on a mask:
  1. Clean hands with soap and water.
  2. Inspect the mask for any tears or holes.
- Locate the metal strip in the mask. This is the top of the mask.
- Place the top part of the mask on the bridge of your nose, molding the metal strip to the shape of your nose. Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with soap and water.
- Replace the mask with a new one as soon as it is damp or soiled and do not re-use single-use masks.
- Masks must be changed between meal periods (or every 4 hours or more often if necessary) and each associate needs to throw away their mask at the end of the day
- To remove the mask:
  1. Remove the mask from behind (do not touch the front of mask).
  2. Discard the mask immediately in a closed bin.
  3. Clean hands with alcohol-based hand rub or soap and water.
- Do not wear the same mask for the entire shift you work
- It is preferable that masks not be worn into the restroom but if it is not practical to remove the mask prior to entering the restroom, the mask must be changed immediately upon exiting.
- Do not store a mask in your pockets



***Interim Guidance – Mask Extended Use:*** During supply shortages, associates should make every effort to continue to use masks unless significant external moisture or other material contamination occurs.

## ALTERNATIVE MASK USE (Cotton/Cloth)

Universal masking within healthcare settings is a critical tool to protect staff and patients from being infected by asymptomatic and presymptomatic individuals and should be implemented in any community where coronavirus is occurring. For source control to be effective, it requires that everyone wear a mask within healthcare buildings. Alternative facemasks can be manufactured facemasks, or homemade facemasks that are not regulated by the U.S. Food and Drug Administration (FDA). Alternative facemasks may serve as a source control for an individual who may be infected (asymptomatic) as an approach to limit transmission of the virus.

### When is it appropriate to wear an alternative facemask?

1. FDA regulated PPE supply is not readily available.
2. A worker in a health care facility does not have direct patient care responsibility (e.g. food and nutrition staff, environmental services staff, administrative staff).
3. Use by employees who do not have respiratory symptoms.
4. Use by visitors or contract staff who are providing services.
5. Asymptomatic staff who have not had exposures to known or suspect COVID-19 cases.

### How to Wear a Cloth Face Covering



### Cloth face coverings should—

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

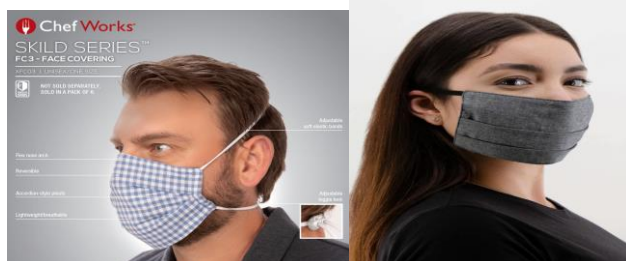
***Interim Guidance – Mask Extended Use: During supply shortages, associates should make every effort to continue to use masks unless significant external moisture or other material contamination occurs.***

## How to Put the Mask On



1. Wash your hands with soap and water for at least 20 seconds (or alcohol-based sanitizer). Dry your hands with a clean paper towel and throw the paper towel away.
2. Inspect the mask for any tears or holes.
3. Make sure the exterior side of the mask is facing out, away from your face.
4. Place the mask on your face with the exterior side facing out. Try to use the ties or ear loops and avoid touching the inside/outside of the mask.
5. Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
6. If the mask has ties, pick up the mask by the ties and tie the upper ties behind your head with a bow.
7. If the mask has a lower tie, tie the lower ties behind your head with a bow. Try to pull the mask tight then tie it in a bow.
8. If the mask has a metal strip at the bridge of the nose, Use your index finger and thumb to pinch the metal edges of the mask so it presses gently on the nose bridge
9. Make sure the mask is completely secure. Make sure it covers your nose and mouth so that the bottom edge is under your chin
10. Wash your hands.

## While Wearing the Mask During the Day



1. Do NOT pull the mask down so it hangs on your neck. A mask should always cover your nose and mouth. Adjustments should be made using the ties or cord at the neck or on top of the head or ear loops.
2. Avoid touching your face even when the mask is in place.
3. Every time you do touch the mask for any reason, wash your hands before/after touching the mask.
4. It is preferable that Masks not be worn into the restroom but if it is not practical to remove the mask prior to entering the restroom, the mask must be changed immediately upon exiting.

***Interim Guidance – Mask Extended Use: During supply shortages, associates should make every effort to continue to use masks unless significant external moisture or other material contamination occurs.***

## Removing the Mask

1. Wash your hands before removing the mask.
2. Remove it from behind: untie or remove the head or ear loops and remove the mask by the straps (do not touch the front of mask).
3. Do not touch the inside of the mask (the part over nose and mouth). It may be contaminated from your breathing, coughing or sneezing.
4. Clean hands with alcohol-based hand sanitizer or soap and water.

## Washing Masks

1. Wash dirty masks between each use in hot water with regular detergent.
2. Dry the mask completely on hot (high) setting. According to WHO, heat of 133 degrees F can kill the coronavirus.

## Additional Notes

- Do not store a mask in your pockets.
- Alternative facemasks should be changed when saturated from condensation build up from breathing, or after a gross contamination event.
- Dirty and clean facemasks must be housed in separate, clearly labeled containers to prevent cross contamination.
- Clean facemasks should be stored in a breathable container, like a brown paper bag.

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