

ALL PEOPLE ENTERING THIS FACILITY MUST WEAR A FACE MASK

Approved face masks are provided for employees of this organization



WHY ARE WE WEARING A FACE MASK AT WORK?

As a temporary measure to reduce the spread of the COVID-19 virus, The Town of Hanover will provide face masks to help each of us better protect our personal space and supplement social distancing efforts while we are working.

The use of a face mask reduces the spread of the virus from people who are already infected but do not know it. Along with social distancing and hand washing, a face mask is one of the tools to protect people working at Town of Hanover facilities and help us stay safe as we return to work.

HOW DOES THE FACE MASK PROTECT US?

If you are infected and don't know it, the face mask reduces the possibility that you will infect people around you.

By all of us wearing a face mask, we can protect each other and help prevent the spread of the virus in our work place.

WHAT DO I NEED TO DO?

- Until the COVID-19 pandemic has subsided, a face mask shall be worn at all times when a 6-foot distance between people cannot be maintained.
- Use the face mask that Town of Hanover provides – if you have your own mask, save it for your personal use
- Wear the mask properly – see instructions below for putting it on and taking it off
- Replace the face mask as needed and discard it, or sanitize it properly after use
- During the shift, replace the face mask if it gets dirty, soaked with perspiration, or hard to breathe through
- Avoid touching the inside of your face mask - wash your hands or use hand sanitizer if you do
- Continue to practice social distancing, even when wearing the face mask
- Continue to wash your hands frequently, especially before touching your face or food
- Contact Human Resources at if you have any questions about the requirement to wear a face mask

THREE EASY STEPS FOR PUTTING ON A FACE MASK PROPERLY

Wash your hands with soap and water or use hand sanitizer before putting on a face mask

Hold the mask with the inside towards your face and the nose wire at the top. Put the mask on your face by hooking the loops over your ears.



Pull the mask from top to bottom, to fully open the folds of the mask and adjust the mask to fit your face



Gently push the nose wire to fit around your nose.



To remove the face mask, grasp it by the ear loops. Do not touch the mask itself. Discard face masks in a designated biohazard container (these will appear different than regular trash containers, typically with a yellow biohazard bag) or disinfect it with a disinfectant spray, not the regular trash.

Wash your hands or use hand sanitizer after handling a used face mask.

PUTTING PEOPLE FIRST, WE WILL GET THROUGH THIS TOGETHER.