

**LET'S KEEP  
EACH OTHER  
SAFE**

**WORKING ON CAMPUS  
PROCEDURE**

**Masks:** University provided face masks are required to be worn by all employees entering our campus and for the duration of work not only to protect yourself, but those around you.

### HOW TO PROPERLY PUT ON A MASK



1

With the nose wire at the top, put fingers through ear loops, position the mask over nose and mouth. Place ear loops around ears.



2

Pull the mask from the top and bottom to fully open the folds of the mask, and adjust the mask around the face.



3

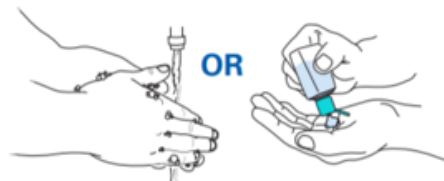
Gently form (do not pinch) the nose wire over the bridge of the nose, and make any final adjustment.

**\* Wash Hands or Use Hand Sanitizer Immediately before putting on PPE \***

### HOW TO PROPERLY REMOVE A MASK



**DO NOT TOUCH the front of the mask**  
Grasp mask by ear loops to pull off.



**Wash hands or use sanitizer**  
Immediately after removing PPE

Masks should be disposed of in any general trash receptacle. Please do not place masks in recycling bin.

- ✓ **STAY HOME IF YOU ARE SICK** and notify your supervisor
- ✓ **WASH YOUR HANDS** frequently and thoroughly
- ✓ **REPORT ANY ISSUES** with safety standards, soap/sanitizer dispensers or other supplies immediately
- ✓ **WEAR THE PROPER PPE** at all times



### EMPLOYEE ENTRANCE INSTRUCTIONS

1. Maintain proper social distance from parking lot to entry way
2. complete daily self-screening questionnaire on google docs for approval to enter campus.
3. Upon entry, sanitize hands using provided hand sanitizer.
4. Receive face mask daily when reporting to work
5. Maintain proper social distancing en route to your building and or workstation.