



UNCLASSIFIED

National Defence	Défense nationale
National Defence Headquarters Ottawa, Ontario K1A 0K2	Quartier général de la Défense nationale Ottawa (Ontario) K1A 0K2

1243-1 (SJS DGMSA)

1 May 2020

CDS/DM JOINT DIRECTIVE – DND/CAF COVID-19 PUBLIC HEALTH MEASURES AND PERSONAL PROTECTION

References:

- A. Defence Controlled Access Area Regulations, SOR/86-957
- B. Inspection and Search Defence Regulations
- C. Government of Canada: About non-medical masks and face coverings;
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/instructions-sew-no-sew-cloth-face-covering.html>
- D. National Defence and the Canadian Armed Forces – COVID-19;
<https://www.canada.ca/en/department-national-defence/campaigns/covid-19.html>
- E. Government of Canada: Coronavirus Disease (COVID-19);
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- F. C-87-010-000/ME-000, Assembly Instruction: Non-Medical Face Covering for use by DND Personnel Only, 2020-04-14.

SITUATION

1. **(U) Application.** This is a directive that applies to all employees of the Department of National Defence (DND employees), an order that applies to all officers and non-commissioned members of the Canadian Armed Forces (CAF), and any other persons granted access to defence establishments in accordance with the Defence Controlled Access Area Regulations, SOR/86-957 (ref A) and the Inspection and Search Defence Regulations (ref B). Members of the Defence Team (DT) on named domestic or international missions will follow the direction and guidance issued in relevant operational tasking orders.

2. **(U) Lexicon.** The following definitions will ensure a common understanding is applied across DND/CAF in the application of this directive and all future related directives/orders:

- a. **Public Health Measure (PHM).** PHMs are behaviors, actions, or the wearing of non-medical equipment which reduce the risk of transmission and infection of viruses. Some PHMs provide you limited protection from other people, but their most important

feature is they **protect others** from you in the course of your normal activities in the DND/CAF workplace and in the community. Judicious application of PHMs is all that is needed for most members of the DT at this time. Specific guidance on PHMs and a Decision Tool can be found in Annex A;

- b. **Non-Medical Mask.** A non-medical mask is a mask that fully covers the nose and mouth to prevent respiratory droplets from contaminating people or things in the immediate vicinity of the wearer. The wearing of a non-medical mask is considered a PHM that will **protect others** from you in the course of your normal activities. Specific guidance on the use of non-medical masks can be found in Annex A;
- c. **Personal Protective Equipment (PPE).** There are two categories of PPE; medical-grade PPE and non-medical PPE. The wearing of non-medical PPE is considered a PHM that will protect other people from you in the same way wearing a non-medical mask does. Medical-grade PPE is for the sole purpose of **protecting you** from infection when performing tasks which place you at higher risk of exposure to pathogens like COVID-19. Medical-grade PPE is used in conjunction with PHMs. Users of medical-grade PPE are normally restricted to members on operations, first responders and health care workers where specific guidance on its allocation and use is already provided in separate policies, directives, and orders. Medical-grade PPE includes equipment such as: surgical and N95 masks, eye protection, face shields, gloves, and gowns. Medical-grade PPE will not be issued to the majority of the DT.
- d. **COVID-19 Protective Zones.** The following zones will categorize exposure risk and help DND/CAF establish appropriate PHMs and PPE priorities for members of the DT based on your work environment:
 - (1) Home Zone: Place of duty is at home or in self-isolation;
 - (2) PHM Zone: Duties and work environments, where 2m physical distancing **can** be maintained;
 - (3) PHM Zone - Enhanced: Duties and work environments where 2m physical distancing **cannot** be maintained;
 - (4) PPE Zone: Duties and work environments that involves coming in contact with known COVID-19 infected or symptomatic individuals, their belongings or environment; and

(5) PPE Zone - Medical: Healthcare providers and first responders who provide patient care to known COVID-19 infected or symptomatic individuals.

3. (U) **General.** Your occupational health and safety is of the highest priority to all levels of leadership within DND/CAF. It is imperative the entire DT and your families remain healthy and play a leading role in minimizing the spread of COVID-19. We will all serve with greater strength and our families will support us with more resolve when we are trained, properly equipped and have confidence in our ability to work safely in what is now considered a persistent pandemic environment. Therefore, it is critical to have a clear understanding of the differences between PHMs and PPE and how they will be employed within DND/CAF. It is important to understand the PHMs taken by DND/CAF, and the PPE supplied to members of the DT by DND/CAF, will not necessarily prevent the contraction of COVID-19 or other similar illnesses during the conduct of your normal duties and tasks. These measures are taken to mitigate risks, help protect the DT, and to limit the spread of COVID-19 in our workplace, during the conduct of operations, and in the larger Canadian community.

4. (U) **Problem Definition.** The risk posed by COVID-19 is universal and applicable to the entire DT. In this context, we will all be challenged to change our habits and behaviours to protect each other and support the Whole of Government efforts to defeat this pandemic. The challenges will become more acute as society and DND/CAF begin to resume our "new normal". We must implement policies and procedures that will serve the DT for the foreseeable future.

5. (U) **Limitations**

a. Constraints

- (1) All applicable Treasury Board policies and the Canada Labour Code, Part II will be followed by DND employees;
- (2) All applicable National Joint Council Directives will be followed by both DND employees and CAF members;
- (3) DND/CAF will continue to issue the clothing and equipment necessary to members of the DT in accordance with DAOD 2007-1, General Safety Program, and established DND/CAF policy;
- (4) Members of the DT who use Occupational Health and Safety (OHS) mandated non-medical PPE in the conduct of their normal duties (non-COVID-19 related) will continue to do so

in accordance with existing direction. This directive will augment and not replace those standards;

- (5) Specific COVID-19 policy for DND will be developed collaboratively with Public Service Bargaining Agents; and
- (6) Persons granted access to defence establishments, who are not DND employees or CAF members, must wear the PPE and non-medical masks required to meet the standard established in this directive.

b. Restraints

- (1) This directive will not apply inside Residential Housing Units unless conducting official DND/CAF business or functions;
- (2) Members of the DT will not report for duty if they have symptoms of COVID-19. DND employees and CAF members will follow applicable public health guidelines with respect to self-assessment by using the Government of Canada COVID Self-Assessment tool at <https://ca.thrive.health/covid19/en>. Military members will additionally follow direction from their local Health Services Clinics on how best to access care; and
- (3) With the exception of MPC and ADM(S&T), L1s will not procure medical-grade PPE.

MISSION

6. (U) DND/CAF will implement PHMs and prescribe the use of PPE to prevent the spread of COVID-19 in order to preserve the health and security of the entire DT and their families, while ensuring continued business continuity and readiness for operations.

EXECUTION

7. (U) Concept of Operations

- a. **CDS/DM Intent.** Our intent is to minimize the risks of COVID-19 transmission within DND/CAF by issuing common DND/CAF policy on PHMs and PPE that clearly articulates authorities, responsibilities, and accountabilities. This directive will be replaced by a DAOD issued by the VCDS, who is the Functional Authority for OHS.

- b. **Scheme of Manoeuvre.** The COVID-19 environment in which DND/CAF will operate is fluid and must be managed with an informed understanding of the identified risks. Military leadership and civilian managers at all levels must work together to ensure the risk and required level of protection for any particular task is clearly understood and properly implemented. First, DND/CAF will establish a common policy for PHMs/PPE and then establish a prioritization framework for the procurement, production, allocation, and distribution of non-medical masks and PPE to enable compliance with the implemented policy.
- c. **Main Effort.** Employing appropriate PHMs across DND/CAF and rapidly procuring, producing, and distributing non-medical masks and PPE in a prioritized manner to the DT.
- d. **End State.** The DT can operate safely in their work environment by applying this directive and having access to the required and properly fitted non-medical masks and PPE.

8. (U) Tasks

- a. **Common to the Defence Team**
 - (1) Understand and adhere to the full spectrum of PHMs outlined in Annex A;
 - (2) If you are authorized to report for duty or work and you are unable to maintain 2m physical distancing while conducting your work related tasks (PHM Zone - Enhanced), you shall wear a non-medical mask. CAF members will wear the DND/CAF approved non-medical mask (CADPAT or black patterned) while in uniform once issued. Personally acquired or fabricated non-medical masks may be worn by: CAF members awaiting the issue of their DND/CAF non-medical mask; DND employees; and any other persons granted access to defence establishments. Personally acquired or fabricated non-medical masks must be compliant with Public Health Agency of Canada specifications (ref C). Medical grade masks (including surgical masks and N95 masks) will not be issued to the majority of DT members;
 - (3) It is highly recommended that you wear a non-medical mask when unable to maintain 2m physical distancing in non-work public spaces;

- (4) If you have not been issued PPE and/or non-medical masks, but believe that you have a requirement, you shall advise your manager/supervisor who will contact the local Senior Medical Authority or OHS representative for advice; and
- (5) Members of the DT will maintain awareness of the most up-to-date information on COVID-19 available at ref D and ref E. DND Occupational Health advisors will release periodic updates, as required, on the direction for use of non-medical masks and the implementation of PHMs in the workplace.

b. **Common to all L1s**

- (1) Ensure widest distribution of this directive and supporting informational products within your organisation using print, electronic, social media platforms, and any other communication mechanisms in place;
- (2) Ensure all members receive the "COVID-19 Awareness Course," when available on the Defence Learning Network (DLN). The DLN may be accessed from the Defence Wide Area Network (<http://dln-rad.mil.ca>) or from the Internet (<https://dln-rad.forces.gc.ca/login>). If members of the DT have difficulties logging in or do not have an account, they may communicate with the DLN-RAD Helpdesk by email (dln-rad@forces.gc.ca) using their personal email account providing their full name, SN/PRI, @forces.gc.ca email address, and request support (new account, password reset, etc.) stating clearly they wish correspondence to be sent to their personal email address if necessary;
- (3) Articulate non-medical PPE and non-medical mask requirements to your appropriate support bases. As stocks are available, bases/wings will issue materiel to all members of the DT they are mandated to support in accordance with established priorities, to include lodger elements;
- (4) Report to VCDS and SJS any PPE and non-medical mask anthropometric, fit or function deficiencies;
- (5) BPT establish non-medical PPE stockpiles at base/wing level;
- (6) BPT transition back to local procurement of non-medical PPE after stockpiles are established at bases/wings;

- (7) In consultation with CF H Svcs Gp, conduct training on donning, doffing, and usage of PPE and non-medical masks specific to your environment; and
- (8) Where able, establish GBA+ informed controls in your defence establishments to ensure a distance of 2m between personnel can be maintained and other PHMs can be followed. These controls must not compromise physical security and may include but are not limited to: hand washing stations, one-directional hallways/stairways, modified floor plans, hands-free access pass readers in secure areas, shift work, etc.

c. **VCDS**

- (1) As the DND/CAF OHS Functional Authority (FA), provide COVID specific PHM, PPE and non-medical mask guidance;
- (2) As the FA, professionalize PHM standards, doctrine, techniques and procedures, to include the use, care and disposal of PPE, and non-medical masks in close coordination with CF H Svcs Gp;
- (3) Analyse disaggregated data on PPE and non-medical mask anthropometric, fit or function deficiencies to inform OHS policies;
- (4) D Safe G and CF H Svcs Gp, in consultation with ADM HR-Civ, will jointly develop a Question and Answer (Q&A) bank to be used by all L1s in their communication strategy;
- (5) Release periodic updates on the direction for use of non-medical masks and PPE in the workplace as national guidance evolves;
- (6) Report to SJS the consolidated non-medical PPE and non-medical mask requirements for all of the defence establishments and OUTCAN elements to which you provide materiel support; and
- (7) Issue non-medical PPE and non-medical masks to all members of the DT at defence establishments to which you provide materiel support in accordance with priorities articulated in this directive, to include lodger elements.

d. **SJS**

- (1) Validate L1 requirements and optimize procurement, production, sustainment and replenishment of non-medical PPE and non-medical masks in close coordination with CJOC and ADM(Mat);
- (2) Develop a mechanism to calculate consumption rates for non-medical PPE and non-medical masks that will inform future procurement and warehousing requirements;
- (3) Provide non-medical PPE and non-medical mask priorities and apportionment in consultation with CJOC and L1s; and
- (4) Identify for all L1s what materiel will be *nationally purchased* when a pandemic triggers CONPLAN LASER, stressing global supply chains.

e. **RCN**

- (1) Produce PPE and non-medical masks in support of the national production strategy;
- (2) Provide regular PPE and non-medical mask production reports to ADM(Mat);
- (3) Report to SJS the consolidated non-medical PPE and non-medical mask requirements for all of the defence establishments to which you provide materiel support; and
- (4) Issue non-medical PPE and non-medical masks to all members of the DT at defence establishments to which you provide materiel support in accordance with priorities articulated in this directive, to include lodger elements.

f. **CA**

- (1) Produce educational courseware for the DT on COVID-19 to include the proper donning, doffing, and use of non-medical masks and PPE;
- (2) Produce PPE and non-medical masks in support of the national production strategy;
- (3) Provide regular PPE and non-medical mask production reports to ADM(Mat);

- (4) Report to SJS the consolidated non-medical PPE and non-medical mask requirements for all of the defence establishments to which you provide materiel support; and
- (5) Issue non-medical PPE and non-medical masks to all members of the DT at defence establishments to which you provide materiel support in accordance with priorities articulated in this directive, to include lodger elements.

g. **RCAF**

- (1) Produce PPE and non-medical masks in support of the national production strategy;
- (2) Provide regular PPE and non-medical mask production reports to ADM(Mat);
- (3) Report to SJS the consolidated non-medical PPE and non-medical mask requirements for all of the defence establishments to which you provide materiel support;
- (4) Issue non-medical PPE and non-medical masks to all members of the DT at defence establishments to which you provide materiel support in accordance with priorities articulated in this directive, to include lodger elements; and
- (5) Develop and implement aircrew PPE and PHM standards for flight operations.

h. **MPC**

- (1) CF H Svcs Gp, on behalf of MPC, will act as sole authority for defining requirements for medical-grade PPE with bulk procurement to be coordinated with ADM(Mat);
- (2) Report to SJS, upon request, the 90-day supply inventory of medical-grade PPE;
- (3) Control and distribute medical-grade PPE for all HSS tasks;
- (4) Continue to procure and maintain a national medical-grade PPE stockpile as part of the Pandemic Response CONPLAN LASER;

- (5) Produce PPE and/or non-medical masks in support of the national production strategy;
- (6) Report to SJS the consolidated PPE and non-medical mask requirements for all of the defence establishments to which you provide materiel support;
- (7) Issue PPE and non-medical masks to all members of the DT at defence establishments to which you provide materiel support in accordance with priorities articulated in this directive, to include lodger units/formations.
- (8) Review and validate all L1 PPE and PHM policies and guidance for DND/CAF consistency and adherence to medical standards; and
- (9) Publish approved PPE/PHM courseware to the DLN and Defence internet sites.

i. **CJOC**

- (1) Purchase bulk non-medical PPE and non-medical masks for immediate operational requirements, in coordination with ADM(Mat), until inventories are stable within CAF and national, provincial, and territorial emergency supply stockpiles are established;
- (2) Distribute *nationally purchased* (see para 8.d.(4)) non-medical PPE and non-medical masks.
- (3) In coordination with MPC, track and trace DND/CAF produced and nationally procured medical-grade PPE, non-medical PPE and non-medical masks; and
- (4) Report to SJS, upon request, the stockpiles of non-medical PPE and non-medical masks held at bases/wings.

j. **CANSOFCOM**

- (1) Report to SJS the consolidate PPE and non-medical mask requirements for all of the defence establishments to which you provide materiel support; and
- (2) Issue PPE and non-medical masks to all members of the DT at defence establishments to which you provide materiel support

in accordance with priorities articulated in this directive, to include lodger units/formations.

k. ADM(Mat)

- (1) Act as procurement authority for non-medical PPE, medical-grade PPE (for CF H Svcs Gp) and non-medical masks in support of L1s for any ADM(Mat) managed bulk buys and/or controlled items;
- (2) Produce PPE and non-medical mask in support of the national production strategy;
- (3) Procure PPE and non-medical masks via contract arrangements as directed by the SJS; and
- (4) Report to SJS, upon request, the output of non-medical masks at regional production facilities and the quantity of commercially sourced PPE and non-medical masks received.

l. ADM(HR-CIV). Promulgate guidance to managers across the DT establishing the use of non-medical masks, if required by this directive, as an expected behaviour in the workplace;

m. ADM(PA)

- (1) Coordinate the DND/CAF response to PPE and PHM related media queries and public inquiries; and
- (2) In coordination with CF H Svcs Gp PA, SJS PA, CJOC PA, and other relevant government departments and agencies, develop communication products and a broad-reaching communication strategy for this directive to ensure all members of the DT have the knowledge and tools to operate in a persistent pandemic environment.

9. (U) Coordinating Instructions

a. Reports

- (1) The following reports will be provided to the SJS upon request:
 - (a) MPC/CF H Svcs Gp to provide reports on the 90-day supply inventory for medical grade PPE (i.e., Surgical

and N95 masks, protective eyewear, face shields, gloves and gowns);

(b) CJOC to provide reports on the inventories for non-medical PPE and non-medical masks held at bases/wings; and

(c) ADM(Mat) to provide reports on the output of non-medical masks at regional production facilities and the quantity of commercially sourced PPE and non-medical masks received.

(2) NLT 8 May 2020, the L1s with defence establishments (VCDS, RCN, CA, RCAF, MPC) are to provide the SJS their holistic non-medical PPE and non-medical mask requirements.

b. **Public Affairs Approach.** The PA approach for communication products and initiatives related to this directive will be active for internal audiences and reactive for external audiences and media.

c. **OUTCAN.** Members posted OUTCAN are to follow the directives of the Host Nation chain of command unless they are less restrictive than those outlined herein. If they are less restrictive, OUTCAN members will follow this directive and communicate the discrepancy to their Regional Authority (RA). Recognizing that many countries are in different places along their pandemic response timeline, RAs may authorize deviation from this directive in consultation with an OUTCAN Surgeon while informing the VCDS. RAs are to forward requirements for PPE and non-medical masks to OUTCAN Coord & Sp who will forward these for inclusion in the consolidated VCDS L1 remit submitted to SJS. In the event there is insufficient stock of PPE or non-medical masks for OUTCAN members, Regional Authorities may locally procure them in consultation with an OUTCAN Surgeon.

CONCEPT OF SUPPORT

10. **(U) Initial Apportionment of PPE and Non-Medical Masks.** Current non-medical PPE and non-medical mask demands cannot be met at this time. ADM(Mat) and CJOC procurement efforts will increase our inventories progressively, therefore, in order to meet the DND/CAF demands in a deliberate and prioritized manner, the following guidance to all L1s is for initial apportionment of non-medical PPE and non-medical masks to members of the DT:

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- a. Home Zone: no PPE or non-medical masks will be provided. However, individual circumstances of DT members in this category might result in a higher zone necessitating additional PPE or non-medical masks. These situations will be addressed on a case-by-case basis by managers/supervisors;
- b. PHM Zone: will be provided with one (1) non-medical mask;
- c. PHM Zone - Enhanced: will be provided with three (3) non-medical masks;
- d. PPE Zone: will be provided with three (3) non-medical masks and appropriate PPE (type and quantities to be determined by management or chain of command); and
- e. PPE Zone - Medical: will be provided with three (3) non-medical masks and appropriate PPE (type and quantities to be determined by management or chain of command).

11. **(U) Non-Medical Masks and PPE in support of Operations.** Non-medical masks and non-medical PPE will be distributed to operational elements IAW SJS-established priorities and availability. Medical-grade PPE will continue to be managed by MPC/CF H Svcs Gp for HSS personnel.

12. **(U) Procurement and Production of PPE and Non-Medical Masks.** There are various initiatives that are being undertaken to procure, produce and distribute non-medical masks and PPE. They are as follows:

- a. DND/CAF production of non-medical masks and PPE. DND/CAF Materiel Technicians are producing face masks and non-medical masks (at 202 Workshop, FMFs, CAAWC, RCEMES and ATESS) as an interim measure before a national contract can begin delivery. Additionally, local production at various unit/bases/wings is taking place and is authorized;
- b. Design. Design of the approved DND/CAF non-medical mask is in accordance with the ADM(Mat) Canadian Forces Technical Order (ref F) which indicates the technical specifications as approved by CF H Svcs Gp;
- c. Local Purchase Order (LPO). L1s are authorised to acquire non-medical masks through LPO for their DT personnel. Any LPO of non-medical masks must meet the requirements as outlined in the ADM(Mat) Canadian Forces Technical Order;

- d. Contracted Solution. ADM(Mat) has established a national contract to produce non-medical masks with expected initial delivery by mid-May;
- e. Distribution. Non-medical masks will be distributed through normal CAF Supply Chains from regional production facilities to local clothing stores. Once estimated production rates of regional production facilities are confirmed, a reporting matrix will be developed. Sufficient number of non-medical masks will be produced to meet internal distribution in accordance with L1 requirements and prioritization; and
- f. Accountability. Non-medical masks will have a Permanent System Control Number attributed to them for tracking purposes, but will be treated as a consumable item. Inventory will not be managed below the base/wing level and non-medical masks will not be placed on CAF members' clothing documents.

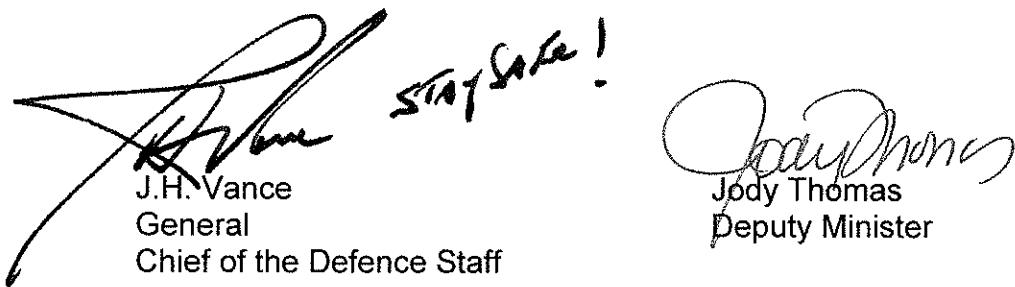
13. (U) **Finance.** L1s are to fund and capture all expenditures associated with this directive using internal financial coding and funding. L1s are to create their own Internal Orders (IO) and charge all expenditures to this IO. All IOs are to be linked to IO Group GEN039.20 for local fund expenses related to COVID-19. Any pressures are to be reported through the regular reporting process.

COMMAND

- 14. (U) **Supported Commander.** VCDS.
- 15. (U) **Supporting Commanders / Group Principals.** All L1s and Group Principals.

16. (U) Points of Contact (POC)

- a. VCDS. D Safe G, Jason Park, 613-901-5870, jason.park2@forces.gc.ca;
- b. SJS. Strat J4, LCol J-P. Buisson, 613-901-5462, jean-pierre.buisson@forces.gc.ca;
- c. CJOC. CJOC J4, Col Serge Menard, 613-949-3640, serge.menard@forces.gc.ca;
- d. MPC. CF H Svcs Gp, Director Force Health Protection, Col P.J. (Pierre) Morissette, 613-901-9334, pierre.morissette@forces.gc.ca;



J.H. Vance
General
Chief of the Defence Staff

Jody Thomas
Deputy Minister

Annex A: PUBLIC HEALTH MEASURES

Distribution List (next page)

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Distribution List

Action

VCDS
SJS DOS
Comd RCN
Comd CA
Comd RCAF
Comd MPC
Comd CJOC
Comd CANSOFCOM
Comd CANELEMNORAD
DComd JFC Naples
Comd CFINTCOM
JAG
ADM (Pol)
ADM (Mat)
ADM (IM)
ADM (IE)
ADM (Fin)
ADM (S&T)
ADM HR-Civ
ADM (RS)
ADM (DIA)
ADM (PA)
CFLA
Corp Sec
ED NSIROCS

Information

MND
Assoc MND
Senior Assoc DM
CDRNORAD

Annex A
DM/CDS Directive – DND/CAF COVID-19
PUBLIC HEALTH MEASURES AND PERSONAL PROTECTION
May 2020

PUBLIC HEALTH MEASURES

1. **General Public Health Measures (PHMs)**. The following PHMs are the most important things you can do to prevent the spread of COVID-19 in the workplace and at home. They include the following:

- a. Stay at home unless you are authorized to report for duty or work;
- b. Avoid all non-essential trips within your community;
- c. Avoid gathering in groups;
- d. Limit contact with people at higher risk (e.g., older adults and those with chronic medical conditions);
- e. If you leave your home, maintain a 2 metre distance from others;
- f. Wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food (>60% alcohol-based hand sanitizer is an alternative);
- g. Cough or sneeze into a tissue or the bend of your arm and not your hands; and
- h. Avoid touching your eyes, nose, or mouth with unwashed hands.

2. **Non-Medical Masks (NMMs)**. The Public Health Agency of Canada (PHAC) recently released guidance on the use of NMMs (cloth masks/face coverings) in the community. They stated that wearing such a mask has not been proven to protect the person wearing it, but can be used as an additional measure to **PROTECT OTHERS** around you. Wearing an NMM is considered a PHM and is one way to protect particularly vulnerable populations (e.g. older adults, those with chronic underlying medical conditions or the immunocompromised) by preventing your respiratory droplets from contaminating others or landing on surfaces. The following is the DND direction on the use of NMMs:

- a. Masks must be well-fitted (non-gaping). These masks can become contaminated during use. You must avoid moving the mask around or adjusting it often. Also, masks should not be shared with others;

- b. Masks should be worn for the short periods of time that you are unable to physically distance yourself from others in public spaces and for no longer than 4 hours. Examples include onboard public transport, in elevators, while moving through hallways in buildings or while grocery shopping;
- c. Cloth masks should be changed as soon as they become damp or soiled. They should be placed directly into a washing machine or a disposable bag that can be emptied into a washing machine and then discarded. Cloth masks can be laundered with other items using detergent and a hot cycle, and then dried thoroughly. Masks that cannot be washed should be discarded and replaced as soon as they become damp, soiled or crumpled;
- d. Used masks should be considered as potentially contaminated. When removing a mask, do not touch the front or the inside of the mask; instead remove it by grasping the ties or straps with your fingers. Carefully place disposable masks in regular garbage containers and immediately conduct hand washing; and
- e. Remember not to touch or rub your eyes as that is another route of infection. Wearing an NMM does not replace the need for hand washing and physical distancing.

3. Public Health Measures and PPE Decision Tool. The following flowchart will help guide what level of Public Health Measures to take or PPE to wear if authorized to report for duty or work:

