



NORCOR CORRECTIONS FACILITIES

Wasco-Gilliam-Hood River-Sherman
201 Webber Street
The Dalles, OR 97058
541-298-1576
Fax 541-298-1082

Prisoner Name: _____ Date: _____

Arresting Officers Questions for screening in the field:

Symptoms: Fever; Cough; Shortness of Breath; Chills/Sweating

Temperature: _____ (If Temp. is 100.4 or over intake will not be acceptable for lodging)

1. Have you or has anyone living with you, come into close contact with anyone who has been diagnosed with COVID-19, the new corona virus? *Close contact means within six feet for 20 or more minutes, cumulatively in the past 14 days* YES NO

If "yes"- ask client to put on a mask and contact medical personnel (See Note)

If "no", next question

2. Have you or has anyone living with you travelled outside of the United States in the past 2 weeks? YES NO

If "yes"- ask if they (or that family member) have travelled to China, Iran, Italy, Japan or South Korea

If "yes"- ask client to put on a mask and contact medical personnel (See Note)

If "no", next question

3. Have you had a fever, cough, difficulty breathing, or shortness of breath in the past 24 hours (that is not due to a chronic condition)? YES NO

If "yes" ask them to please put on a face mask and contact medical personnel (See Note)

If "no", proceed with regular arrest.

The following caveats and additions apply:

Note: Patient meets COVID-19 person under investigation (PUI) definition: utilize contact and airborne precautions with eye protection (Subject is not eligible for Lodging at NORCOR)

Arresting Officers Printed Name: _____ Agency: _____



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COVID-19 (CORONAVIRUS) Intake Procedures

Definitions

An exposure control plan describes staff actions to be taken to eliminate or minimize exposures to pathogens.

Medical isolation means housing in a separate room with a separate toilet, hand-washing facility, soap, and single-use towels, and with appropriate accommodations for showering.

Standard precautions combine the major features of universal precautions (designed to reduce the risk of transmission of bloodborne pathogens) and body secretion isolation (designed to reduce the transmission of pathogens from moist body substances) and apply them to all patients receiving care, regardless of their diagnosis or presumed infection status.

COVID-19 – is an infectious disease caused by a new virus that had not been previously identified in humans. The virus causes respiratory illness (like the flu) with symptoms such as cough, fever and in more server cases, pneumonia. You can protect yourself by washing your hands frequently and avoiding touching your face.

Mandatory Arrest – Describes any new person to person crimes and/or any B Felonies or above. This also includes restraining order violations and any violations of release agreements involving person to person crimes.

Pre-Booking (Intake)

I. Complete COVID-19 assessment tool

- A. For a temperature of 100.4 or greater the custody will be refused unless it is a mandatory arrest.
 - a. If there is any environmental factors (such as an intake wearing excessive clothing, stocking cap, was involved in an altercation prior to arrest etc.) provide a mask wait 10 minutes and retake temperature. If temperature is still 100.4 or over the custody will be refused at intake.
 - b. If the refused intake returns with a medical clearance form signed by a doctor that has a recorded temperature under 100.4 within 48 hours of the initial refusal the intake will be accepted, provided with a face mask and quarantined in a Holding cell with



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access to a toilet and sink to decrease movements (below procedures will be followed)

- c. If the refused intake is to be rearrested within 48 hours of initial refusal and has a temperature below 100.4 the intake will be accepted, provided with a face mask and quarantined in a Holding cell with access to a toilet and sink to decrease movements (below procedures will be followed).

- B. If answers yes to any of the 3 COVID-19 screening questions provide face mask and quarantine in Holding cell with access to a toilet and sink to decrease movements (below procedures will be followed).

II. Contracted Transport (Benton County, USMS, ICE)

- A. All contracted transports will provide a COVID-19 pre screening assessment form with transport paperwork.
- B. All contracted transport custodies will be screened with the COVID-19 NORCOR assessment tool at intake. Follow COVID-19 intake procedures (with temp of 100.4 or greater custody will be refused for lodging).

III. CO-OP Shuttle

- A. Any custody arriving on the CO-OP Shuttle will be screened as a mandatory arrest; follow COVID-19 intake procedures.

IV. Book and Release

- A. A temperature will be taken on all Book and Releases before entering the secured part of the facility. If a temperature is 100.4 or greater provide a mask and proceed with Book and Release process (if custody refuses to wear mask then the custody will be refused).
- B. If a Book and Release is refused provide furlough paperwork with a return date two weeks out on a Book and Release date. Send copy of furlough to the Courts, DA, and Probation Office if necessary.

V. Court Commit

- A. A NORCOR COVID-19 screening tool will be conducted on all court commits before entering the secured part of the facility.



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- B. For a temperature of 100.4 or greater the custody will be refused unless it is a mandatory arrest. If mandatory arrest follow COVID-19 procedures.
- C. If a court commit is refused provide furlough paperwork with a return date two weeks out. Send copy of furlough to Courts, DA and Probation Office if necessary.

VI. Contact Medical

- A. If during off hours call PA Danner or Nurse Supervisor Coleman.

VII. Protective Equipment

- A. Any close face to face contact with a symptomatic custody will require the custody to wear mask and staff to wear the following protective equipment.
 - a. Gloves
 - b. N-95 fitted mask
 - c. Eye protection
 - d. Gown

VIII. Movement

- A. A symptomatic custody is to remain in a quarantine cell unless movement is necessary.
- B. Mask must be worn by a symptomatic custody anytime outside of quarantined cell.
- C. If a symptomatic custody is to shower it shall be in a dressing room in booking. Once the custody is finished and moved back to quarantine cell the shower shall be bleached (sprayed down with properly mixed bleached solution and the dressing room is not to be used prior to 30 minutes).

IX. Feeding

- A. Any meals served to a symptomatic custody shall be on a disposable plate with disposable utensils. Dispose immediately in garbage sack after use.

X. Laundry

- A. During linen exchange any clothing or bedding removed from quarantined cell will be bagged separately from the rest of jail populations' (use universal precautions when laundering linen).

XI. Cleared from quarantine



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A. Only qualified NORCOR medical personal will be authorized to clear any symptomatic custody from quarantine.



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Prisoner Name: _____ Date: _____

PreBook Officers Questions for screening intakes:

Symptoms: Fever; Cough; Shortness of Breath; Chills/Sweating

Temperature: _____ (If Temp. is 100.4 or over intake will not be acceptable for lodging unless it is a mandatory arrest)

1. Have you or has anyone living with you, come into close contact with anyone who has been diagnosed with COVID-19, the new corona virus? *Close contact means within six feet for 20 or more minutes, cumulatively in the past 14 days.* Yes No

If "yes"- ask client to put on a mask and contact medical personnel. Follow COVID-19 procedures. (See Note)

Which confirmed case were you in contact with? _____

What location is the case associated with? _____

What was your length of contact? _____

If "no", next question

2. Have you or has anyone living with you travelled outside of the United States in the past 2 weeks? Yes No

If "yes"- ask client to put on a mask and contact medical personnel. Follow COVID-19 procedures.

What Country and City? _____

What dates were you out of the country? _____

(Staff Information: Countries of concern China, Iran, Italy, Japan or South Korea)

If "no", next question

3. Have you been sick in the past 24 hours (that is not due to a chronic condition)?

Yes No



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If "yes" ask them to please put on a face mask and contact medical personnel. Follow COVID-19 procedures. (See Note)

What symptoms have you experienced? _____

When was the onset of symptoms? _____

How long did symptoms present? _____

(Staff Information: symptoms of concern fever, cough, difficulty breathing, or shortness of breath)

If "no", proceed with regular arrest.

The following caveats and additions apply:

Note: Patient meets COVID-19 person under investigation (PUI) definition: Utilize contact and universal precautions. Follow COVID-19 procedures.

PreBook Officers Printed Name: _____



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COVID-19 (CORONAVIRUS) Facility Procedures

Definitions

An exposure control plan describes staff actions to be taken to eliminate or minimize exposures to pathogens.

Medical isolation means housing in a separate room with a separate toilet, hand-washing facility, soap, and single-use towels, and with appropriate accommodations for showering.

Standard precautions combine the major features of universal precautions (designed to reduce the risk of transmission of bloodborne pathogens) and body secretion isolation (designed to reduce the transmission of pathogens from moist body substances) and apply them to all patients receiving care, regardless of their diagnosis or presumed infection status.

COVID-19 – is an infectious disease caused by a new virus that had not been previously identified in humans. The virus causes respiratory illness (like the flu) with symptoms such as cough, fever and in more server cases, pneumonia. You can protect yourself by washing your hands frequently and avoiding touching your face.

Mandatory Arrest — Describes any new person to person crimes and/or any B Felonies or above. This also includes restraining order violations and any violations of release agreements involving person to person crimes.

Facility Procedures

- I. **Custody showing symptoms of fever, cough, difficulty breathing, or shortness of breath (that is not related to chronic illness ex. Asthma).**
 - A. Provide face mask and quarantine in Holding cell with access to a toilet and sink to decrease movements.
 - B. Complete COVID-19 assessment tool and forward to medical.
- II. **Contact Medical**
 - A. If during off hours call PA Danner or Nurse Supervisor Coleman.
- III. **Protective Equipment**
 - A. Any close face to face contact with a symptomatic custody will require the custody to wear mask and staff to wear the following protective equipment.



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- a. Gloves
- b. N-95 fitted mask
- c. Eye protection
- d. Gown

IV. Movement

- A. A symptomatic custody is to remain in a quarantine cell unless movement is necessary.
- B. Mask must be worn by a symptomatic custody anytime outside of quarantined cell.
- C. If a symptomatic custody is to shower it will be in a dressing room in booking. Once the custody is finished and moved back to quarantine cell the shower will be bleached (sprayed down with properly mixed bleached solution and the dressing room is not to be used prior to 30 minutes).

V. Feeding

- A. Any meals served to a symptomatic custody will be on a disposable plate with disposable utensils. Dispose immediately in garbage sack after use.

VI. Laundry

- A. During linen exchange any clothing or bedding removed from quarantined cell will be bagged separately from the rest of jail populations' linen (use universal precautions when laundering linen).

VII. Cleared from quarantine

- A. Only qualified NORCOR medical personal will be authorized to clear any symptomatic custody from quarantine.



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Temporary COVID-19 Housing Procedure

Date: 3/25/20

To: NORCOR Adult Corrections

Memo: Adult Housing

To help protect NORCOR staff and current Adult's in Custodies housed at NORCOR, the following housing procedures will be implemented starting on today's date 3/25/20.

These procedures are intended to reduce exposure between new intakes and current custodies.

I. Initial Housing

- A. Once a new AIC qualifies for housing in 700 blk the AIC will be single celled in 700 blk (if possible).
- B. The AIC will be housed in 700 blk for a minimum length of time of 48 hours, even if cleared by medical.
 - a. If an AIC presents any symptoms of COVID-19 follow COVID-19 quarantine procedures.

II. Re-Classification

- A. Once a minimum / medium classified AIC has exceeded the 48 hour period in 700 blk and has been cleared by medical the AIC will be moved to a single cell in 900 blk (if possible) for the next 5 days.
 - a. If an AIC presents any symptoms of COVID-19 follow COVID-19 quarantine procedures.
- B. 900 blk will operate with the same procedures as all other lock down units.
 - a. 900 blk will run as a minimum /medium classification unit.
- C. Once the AIC has exceeded the 5 days in 900 blk the AIC will be eligible for movement into general population if their classification qualifies.

III. Close Custody

- A. Once a new AIC qualifies for housing in 700 blk the AIC will be single celled in 700 blk (if possible).
- B. The AIC will be housed in 700 blk for a minimum length of time of 48 hours, even if cleared by medical.
 - a. If an AIC presents any symptoms of COVID-19 follow COVID-19 quarantine procedures.



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IV. Re-Classification

- D. Once a Close classified AIC has exceeded the 48 hour period in 700 blk and has been cleared by medical the AIC will be moved to a single cell in 300 blk for the next 5 days.
 - a. If an AIC presents any symptoms of COVID-19 follow COVID-19 quarantine procedures.
- E. 300 blk will operate with current procedures.
- F. Once the AIC has exceeded the 5 days in 300 blk the AIC will be eligible for movement into general population if their classification qualifies.



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COVID-19 Safety

Date 3/25/20

To: NORCOR Adult

Memo: Staff and Custody Safety

Cancelation and Closure

- Until further notice the front lobby is closed to the public. The only people allowed into the lobby are people attempting to post bail.
- All visiting has been cancelled including visits from the lobby.
- Attorney visits are all conducted via telmate or telephone.
- Clyde has been given a telmate account and can conduct his clergy visits via telmate.
- The Thursday Clinic has been cancelled until further notice. PA Danner and Katrina will only be seeing people that need urgent care.
- No book and release will be processed unless they meet the mandatory arrest standards that were approved by the Sheriffs. If they do not meet the standards provide furlough paper work with a return date of one month out on a book and release day. Please send paper work to courts, DA, and P&P if applicable.
- No court commit will be admitted into the facility unless they meet the mandatory arrest standards that were approved by the Sheriffs. If they do not meet the standards provide furlough paper to return a month out. Please send paper work to courts, DA, and P&P if applicable. Place paperwork in the court commit book.
- Until further notice all volunteer programs are cancelled.
- Until further notice all programs are canceled.

Custodies and Cell Blocks

- Discourage sharing of items that could be contaminated (food, utensils, drinking cups/bottles).
- Encourage social distancing amongst AIC's.
- Hand soap is to be provided on a more frequent basis. When passing out supplies on the weekend provide 7 bars of soap (encourage frequent and thorough hand washing).
- Cleaning carts need to be placed into each unit twice a day to encourage frequent cleaning.
- Surfaces in cell blocks will be sprayed once a day with bleach and when requested if time permits.



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Protective Equipment

- It has become very difficult to purchase any PPE.
- We have cloth mask being made along with gowns. The cloth mask will be given to any AIC that meet the requirement for wearing a mask.
- Gloves worn all of the time can create a false sense of security and can create cross contamination if not used properly or disposed of properly. Frequent hand washing instead can help prevent any cross contamination. Gloves should only be worn when a situation is indicative for the use of gloves.
- To decrease cross contamination between cell blocks the newspaper will not be placed in recreation until further notice.

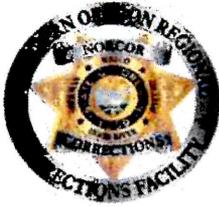
Staying Safe

- Hand washing is the best defense.
- Avoid touching face with hands.
- Cough / sneeze always into the bend of your arm, never into hands.
- Encourage social distancing.
- Self report any COVID-19 symptoms to your supervisor.

Additional notes: Under Employee documents a COVID-19 folder has been created. In this folder are all forms and procedures to reference.

I know this has been difficult on all staff and there families. I appreciate everyone's dedication, hard work and patients. If you have any questions you are more than welcome to contact me or your supervisor. I wish everyone and their families the best of health.

Sgt. Miller / RN Coleman



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NORCOR Employees Screening for COVID-19

To help protect the public against the spread of COVID-19, it is strongly recommended that all employers screen employees each day before work by following these steps:

- All employees who are able to work from home should be working from home at this time.
- For those employees who must report: each employee should have their temperature taken each day, and if they have a fever at or above 100.4 degrees Fahrenheit, that employee should be sent home. The employee should monitor their symptoms and call a doctor or use telemedicine if their symptoms concern them.
 - This employee can return to work when:
 - They have had NO fever for at least three (3) days without taking medication to reduce fever during that time; AND
 - There is improvement in their respiratory symptoms (cough and shortness of breath) for three (3) days; AND
 - At least seven (7) days have passed since their symptoms began.
 - If your employee presents with a fever and has recently traveled to an area with community spread of COVID-19, they are required to stay home for 14 days from the time they were exposed to COVID-19.
 - They can return to work after meeting the same qualifications, after their 14-day quarantine, or if a doctor determines the cause of their fever is not COVID-19 and approves their return.
 - It is best to use touchless thermometers (forehead/ temporal artery thermometers) if possible, but if you must use oral or other types of thermometers, make sure to clean the thermometers thoroughly between each employee, as to not spread infection.
 - Follow the manufacturer's directions to disinfect the thermometer.
 - If no directions are available, rinse the tip of the thermometer in cold water, clean it with alcohol or alcohol swabs, and then rinse it again.
- If you do not have thermometers on site, have your employees take their temperatures at home. They should stay home if they have a fever and follow the same protocol.



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There is currently a shortage on thermometers. If you cannot find thermometers, and employees do not have one at home to check their temperature you can screen each incoming employee with a basic questionnaire:

- Do you have symptoms of respiratory infection (fever, cough, shortness of breath)?
 - No – proceed to work.
 - Yes, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.) – proceed to the next question.
 - Yes – Employee will be sent home. Employee is required to stay home for at least 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have improvement in their respiratory symptoms (cough, shortness of breath).

- Have you been exposed to someone with confirmed COVID-19 or an impacted area?
 - No – proceed to work.
 - Yes, and not experiencing symptoms – employee will be required to stay at home for 14 days from the time they were exposed to confirmed COVID-19 or left the impacted area.
 - Yes, and exhibiting symptoms – employee is required to stay home for at least 14 days from the time they were exposed. Employee can return to work after their quarantine when it has been 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have improvement in their respiratory symptoms (cough, shortness of breath).

- If at any time a doctor confirms the cause of their fever or other symptoms is not COVID-19 and approves them to return to work, then employees can return.

- Please remember to continue to follow preventative measures no matter how many employees are in the office — physical distancing, stay home when sick, use cough and sneeze etiquette, and practice hand hygiene as often as possible. Clean all high-touch surfaces regularly.



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Date: 3/25/20

To: NORCOR Adult Corrections

Memo: Adult Housing

To help protect NORCOR staff and current Adult's in Custodies housed at NORCOR, the following housing procedures will be implemented starting on today's date 3/25/20.

These procedures are intended to reduce exposure between new intakes and current custodies.

I. Initial Housing

- A. Once a new AIC qualifies for housing in 700 blk the AIC will be single celled in 700 blk (if possible).
- B. The AIC will be housed in 700 blk for a minimum length of time of 48 hours, even if cleared by medical.
 - a. If an AIC presents any symptoms of COVID-19 follow COVID-19 quarantine procedures.

II. Re-Classification

- A. Once a minimum / medium classified AIC has exceeded the 48 hour period in 700 blk and has been cleared by medical the AIC will be moved to a single cell in 900 blk (if possible) for the next 5 days.
 - a. If an AIC presents any symptoms of COVID-19 follow COVID-19 quarantine procedures.
- B. 900 blk will operate with the same procedures as all other lock down units.
 - a. 900 blk will run as a minimum /medium classification unit.
- C. Once the AIC has exceeded the 5 days in 900 blk the AIC will be eligible for movement into general population if their classification qualifies.

III. Close Custody

- A. Once a new AIC qualifies for housing in 700 blk the AIC will be single celled in 700 blk (if possible).
- B. The AIC will be housed in 700 blk for a minimum length of time of 48 hours, even if cleared by medical.
 - a. If an AIC presents any symptoms of COVID-19 follow COVID-19 quarantine procedures.



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IV. Re-Classification

- D. Once a Close classified AIC has exceeded the 48 hour period in 700 blk and has been cleared by medical the AIC will be moved to a single cell in 300 blk for the next 5 days.
 - a. If an AIC presents any symptoms of COVID-19 follow COVID-19 quarantine procedures.
- E. 300 blk will operate with current procedures.
- F. Once the AIC has exceeded the 5 days in 300 blk the AIC will be eligible for movement into general population if their classification qualifies.

V. Female housing

- A. Once a new female AIC qualifies for housing in 100 blk the AIC will be single celled in 100 blk (if possible).
- B. The AIC will be locked down in 100 blk for a minimum length of time of 48 hours, even if cleared by medical.
 - a. If an AIC has any movement outside of the cell that area will be cleaned.
 - b. If an AIC presents any symptoms of COVID-19 follow COVID-19 quarantine procedures.

VI. Re-Classification

- A. Once a female AIC has exceeded the 48 hour period in 100 blk and has been cleared by medical the AIC will be removed from lockdown.
- B. The female AIC will be housed in 100 blk for an additional 5 days before being eligible for other housing.
 - a. If an AIC presents any symptoms of COVID-19 follow COVID-19 quarantine procedures.



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201 Webber Street
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Date: April 8th 2020
From: Dan Lindhorst, Jail Commander
To: All Staff
Regarding: Clarification of the masking questions

Masks for Staff will be located in Staff on the table. Please make sure your hands are clean before picking out your mask. Place your mask on before entering the secured area. If you find a mask that fits well and want to take it home you may, but please make sure it is cleaned before returning to work. Staff will need to wear a mask in any location that AIC's have access to. AIC's will not clean records allowing staff a place to remove their mask other than control.

There are masks in Admin as well. All visitors are required to wear a mask if they are entering the secured part of the facility.

Newly Incarcerated - This refers to any new intake that qualifies for housing in 700 blk or 900 blk. All AIC housed in 700 blk and 900 blk will need to wear their mask whenever they are outside their cell including any movement within the facility. These masks can be found on the back counter in records.

When a new intake arrives and they are cooperative supply them with a mask at prebooking and instruct them on the proper way to place the mask on. Any new intakes that are moved from booking to 700 or 900 must wear a mask during the movement. There will be flyers posted in the block on the proper way to wear a mask. Inform the AIC being housed to refer to these flyers for proper use of the mask.

Cleaning - When a staff member is done with their shift they will discard the mask in the staff garbage can located in the staff hallway. Night shift will remove all bags from the garbage cans located in Booking, Medical, and Staff. Remember to replace the garbage bag with a new one. These masks will be cleaned every night. Follow washing procedures found in employee documents (do not bleach).

AIC mask - All AIC's housed in 700, 900, and under quarantined status will have their mask exchanged every night. The exchange will happen during linen exchange. Staff will take a plastic bag to these locations and have all AIC's place their mask in the bag and they will be given a new one. Follow washing procedures found in employee documents (do not bleach).

If any Staff or AIC mask becomes contaminated please exchange the mask.

Note: Staff masks have a metal piece on the nose area. When separating masks after wash please place any mask with a metal nose in staff and all others in records.

Thank you for your time and consistent effort in making all of these rapid changes work. Keep up the great job.

How to Properly Put on and Take off a Disposable Respirator

WASH YOUR HANDS THOROUGHLY BEFORE PUTTING ON AND TAKING OFF THE RESPIRATOR.

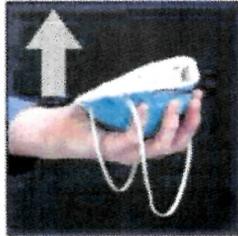
If you have used a respirator before that fit you, use the same make, model and size.

Inspect the respirator for damage. If your respirator appears damaged, DO NOT USE IT. Replace it with a new one.

Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator.

Follow the instructions that come with your respirator.¹

Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

Checking Your Seal²



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

Removing Your Respirator



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in waste container. WASH YOUR HANDS!

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134 if respirators are used by employees performing work-related duties.

1. Manufacturer instructions for many NIOSH approved disposable respirators can be found at www.cdc.gov/niosh/nppt/topics/respirators/disp_part/

2. According to the manufacturer's recommendations

For more information call 1-800.CDC.INFO or go to <http://www.cdc.gov/niosh/nppt/topics/respirators/>



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