

N-95 Masks Use/ Extended Use/ Rotational self-reuse Policy for SGPGIMS Staff

Who must use N95 Masks?

All health care workers (HCWs) i.e. doctors, nurses, patient helpers and sanitation workers working in direct contact with suspected/confirmed COVID-19 patients must use N-95 masks.

N95 Masks MUST NOT be used by any staff working in non-patient areas which includes

(a) Administrative office staff (b) Research staff (c) Security personnel (d) Support and maintenance staff involved in laundry, CSSD, kitchen, engineering, and air-conditioning.

N-95 MASK USE/ EXTENDED USE/ ROTATIONAL SELF-REUSE POLICY

Step-1: All HODs will **draw up a list of the HCWs functioning in the patient care areas**. Duty rosters should **minimize the number of HCWs** put on duty keeping. Optimal recycling of masks is **with 8 hours usage per day for 20 days**. The list of HCWs with their designations, CR Nos. and Phone numbers needs to be sent to SPO HRF by the HOD.

Step-2: All departments should designate one staff as **N95 manager**, who will get masks issued from HRF, maintain inventory, **issue the masks by name and collect them after use from each HCW**.

1. The department's **N95 manager will issue four N95 masks**, four brown paper bags, and a large zip-pouch to every eligible HCW, along with following instructions.
2. The HCW will **write their names, department, serial number (1-4) and date of first use** on each of the masks, paper bags and the zip pouch using permanent markers. The four masks are to be used for a **whole month (20 full working days) by rotation**, each mask for at least on five days.
3. **DO NOT THROW AWAY THE MASK AFTER USE, and reuse them** by rotation, after 72 hours of cooling off in between two usages. **Mask no. 1 will be used on day 1, day 5, day 9, day 13 and day 17**. Similarly, mask no. 2 will be used on days 2, 6, 10, 14, 18; and so on. (*See annexure*)
4. At the end of each work-day/ shift, **take off the N95 mask with care**. If needed, clean with a dry tissue/gauze, and place it in the brown paper bag of matching number. **Store the mask** in the paper bag at a clean and dry place, away from high temperatures, in a secure location at the work-place itself. Storing in sunlight is not essential.
5. **Do not try to dry/ disinfect/ sterilize** the masks using any washing, disinfectants, microwave/ dry heat/ etc., as it may damage the mask.
6. Please **learn the correct method of putting on the N95 and taking it off** to ensure these do not get damaged or soiled. You can put on a 3-ply mask/face shield/hood on top of the N95 mask while working in an area likely to cause soiling or contamination of the N95 mask.

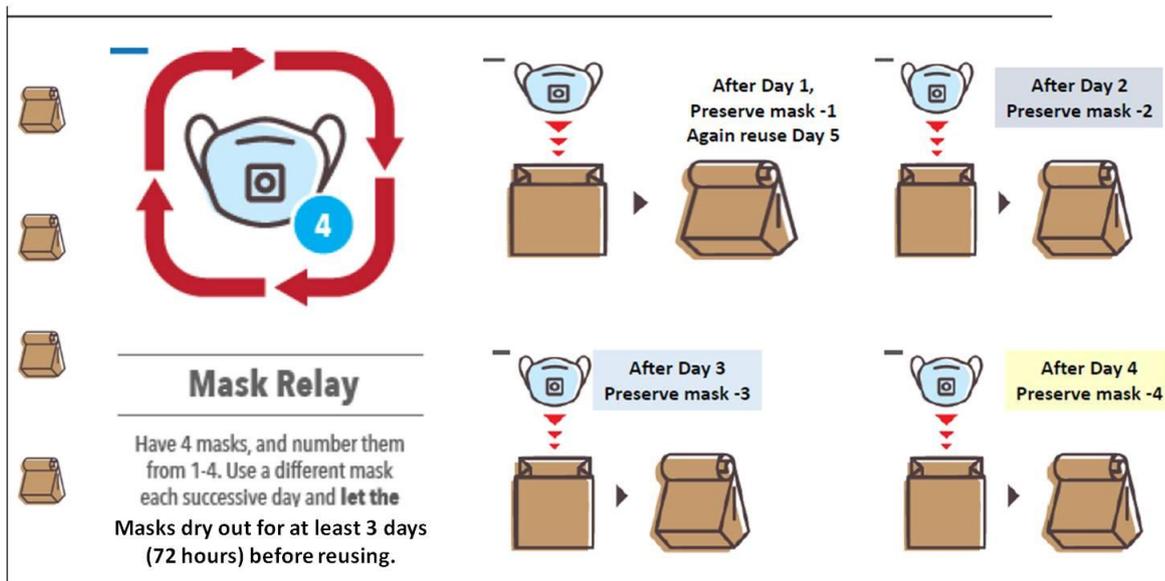
STEP-3: At the end of the month put all masks in their brown bags, put these in the zip pouch, and hand over to the N95 manager, who will send them for appropriate disposal. One week prior to this, all HOD's need to send a fresh list of HCW's for next month so that new N95 masks can be issued.

This is a dynamic **Standard Operating Procedure (SOP) document which will** be reviewed periodically, based on guidelines of MOHFW/ ICMR/ national institutions such as AIIMS, and availability of supplies at SGPGI. It is proposed to put this system into practice for the next one month and review it after one month or earlier, as the need arises.

Issued jointly by Hospital Infection Control Committee and HRF Management Committee

Annexure: Illustrative diagram explaining rotation self-reuse of N-95 masks

Four N95 Masks to be Used for 20 Actual Use Days by Rotation



Courtesy Maninder

